

Board of Directors
Des Moines Area Community College

Regular Board Meeting
June 8, 2026 – 4:00 p.m.

DMACC Carroll Campus
906 North Grant Road, Carroll, IA
Knotts Common

Agenda

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1. Call to order.	
2. Roll call.	
3. Consideration of tentative agenda.	
4. Public comments. <i>The Board welcomes public input. A person wishing to address the Board shall complete a Request to Address Board form at least 2 business days before the Board meeting.</i>	
5. Presentation: Jen Wollesen, Executive Campus Dean	
6. Consent Items.	
a. Consideration of minutes from May 11, 2026 Regular Board Meeting.	1 - 4
b. Human Resources report.	5
c. Consideration of payables.	PDF
7. <u>Board Report 26-043</u> . First Reading DMACC Policies Chapter 1: Board of Directors	6 - 31
8. <u>Board Report 26-044</u> . Consideration of Collective Bargaining Agreement and Approval of the Tentative Agreement with the Des Moines Area Community College Higher Educational Association (HEA).	32
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10. <u>Board Report 26-046</u> . Consideration of Administrative/Professional, Confidential Clerical and Trail Point Support Pay Rates.	34

11.	<u>Board Report 26-047.</u> Consideration of Temporary, Adjunct and Student Pay Rates	35
12.	<u>Board Report 26-048.</u> A Resolution Approving the Form and Content and Execution and Delivery of a Workforce Training and Economic Development Training Contract under Chapter 260C , Code of Iowa, for ChildServe Foundation, Inc. Project #3	36
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14.	<u>Board Report 26-050.</u> A Resolution Approving the Form and Content and Execution and Delivery of a Workforce Training and Economic Development Training Contract under Chapter 260C , Code of Iowa, for Progress Industries Project #13	38
15.	<u>Board Report 26-051.</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 Central Iowa Televising LLC Project #1	39
16.	<u>Board Report 26-052.</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 Estes Company, LLC Project #2	40-41
17.	<u>Board Report 26-053.</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 Home Kneads, LLC Project #1	42
18.	<u>Board Report 26-054.</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 Paper Systems, Inc. Project #3	43
19.	<u>Board Report 26-055.</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 Record Printing Co, Inc. of Story City Project #14.	44
20.	<u>Board Report 26-056.</u> A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement under Chapter 260E , Code of Iowa, Instituting Proceedings for Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed \$535,000 Aggregate Principal Amount of New Jobs Training Certificates (Accu-mold, LLC #12) of the Des Moines Area Community College.	45-46

21. Board Report 26-057. A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement under **Chapter 260E**, Code of Iowa, Instituting Proceedings for Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed **\$250,000** Aggregate Principal Amount of New Jobs Training Certificates (**ADR Axles USA Inc. Project #1**) of the Des Moines Area Community College. 47-48
22. Board Report 26-058. A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement under **Chapter 260E**, Code of Iowa, Instituting Proceedings for Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed **\$75,000** Aggregate Principal Amount of New Jobs Training Certificates (**CFS North American LLC Project #2**) of the Des Moines Area Community College. 49-50
23. Board Report 26-059. A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement under **Chapter 260E**, Code of Iowa, Instituting Proceedings for Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed **\$415,000** Aggregate Principal Amount of New Jobs Training Certificates (**Daisy Brand, LLC Project #1**) of the Des Moines Area Community College. 51-52
24. Board Report 26-060. A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement under **Chapter 260E**, Code of Iowa, Instituting Proceedings for Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed **\$295,000** Aggregate Principal Amount of New Jobs Training Certificates (**Kline Electric, Inc #2**) of the Des Moines Area Community College. 53-54
25. Board Report 26-061. A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement under **Chapter 260E**, Code of Iowa, Instituting Proceedings for Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed **\$120,000** Aggregate Principal Amount of New Jobs Training Certificates (**Library Binding Service Inc Project #2**) of the Des Moines Area Community College. 55-56
26. Board Report 26-062. A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement under **Chapter 260E**, Code of Iowa, Instituting Proceedings for Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed **\$430,000** Aggregate Principal Amount of New Jobs Training Certificates (**Source Allies Inc. Project #2**) of the Des Moines Area Community College. 57-58

27. Board Report 26-063. A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement under **Chapter 260E**, Code of Iowa, Instituting Proceedings for Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed **\$745,000** Aggregate Principal Amount of New Jobs Training Certificates (**Telligen, Inc. #5**) of the Des Moines Area Community College. 59-60
28. Board Report 26-064. A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement under **Chapter 260E**, Code of Iowa, Instituting Proceedings for Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed **\$5,515,000** Aggregate Principal Amount of New Jobs Training Certificates (**The Baker Group #7**) of the Des Moines Area Community College. 61-62
29. Board Report 26-065. A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement under **Chapter 260E**, Code of Iowa, Instituting Proceedings for Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed **\$3,195,000** Aggregate Principal Amount of New Jobs Training Certificates (**TPI Iowa, LLC #7**) of the Des Moines Area Community College. 63-64
30. Board Report 26-066. A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement under **Chapter 260E**, Code of Iowa, Instituting Proceedings for Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed **\$265,000** Aggregate Principal Amount of New Jobs Training Certificates (**VCS Management Company, LLC Project #1**) of the Des Moines Area Community College. 65-66
31. Board Report 26-067. A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement under **Chapter 260E**, Code of Iowa, Instituting Proceedings for Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed **\$1,760,000** Aggregate Principal Amount of New Jobs Training Certificates (**Vermeer Manufacturing Company #16**) of the Des Moines Area Community College. 67-68
32. Board Report 26-068. A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement under **Chapter 260E**, Code of Iowa, Instituting Proceedings for Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed **\$480,000** Aggregate Principal Amount of New Jobs Training Certificates (**Walsh Door & Hardware Co. #4**) of the Des Moines Area Community College. 69-70

33. Board Report 26-069. Revision of the Des Moines Area Community College Quality Faculty Plan. 71-103
34. Board Report 26-070. FY26 Curriculum Activity Summary 104-116
35. Board Report 26-071. Consideration of Approval of the Evelyn K. Davis Center Operating Agreement. 117
36. Board Report 26-072. Consideration of Approval of the *Pathways to Opportunities Strategic Plan 2026*. 118-123
37. Board Report 26-073. Consideration to renew member dues to Community Colleges for Iowa. 124-125
38. Presentation of Financial Report.
39. President's Report.
40. Committee Reports.
41. Board Members' Reports.
42. Information Items:
 - July 3 – College Closed for July 4th holiday
 - July 7 – 9 – Community Colleges for Iowa Trustee Conference; Iowa Valley Community College
 - July 13 – Board of Directors meeting; Ames Hunziker; 4:00 p.m.
 - August 10 - Electronic Board Meeting (only if needed); 4:00 p.m.
 - August 13 – WTA Summer Graduation; Southridge Center; 6:00 p.m.
43. Adjourn.

Board of Directors
Des Moines Area Community College

REGULAR BOARD MEETING May 11, 2026	The regular meeting of the Des Moines Area Community College Board of Directors was held at DMACC’s Urban Campus on May 11, 2026. Board President Kevin Halterman called the meeting to order at 3:59 p.m.
ROLL CALL	Members present: Chaz Allen, Felix Gallagher, Fred Greiner, Kevin Halterman, Denny Presnall, Trish Roberts, Madelyn Tursi. Members absent: Angela Jackson, Cheryl Langston Others present: Dr. Wee, Interim President/CEO; Brooke Stowe, Board Secretary; Abby Zegers, Board Treasurer; administrators, faculty, and staff.
CONSIDERATION OF AGENDA	Tursi moved; seconded by Gallagher to approve the agenda as presented. Motion passed unanimously. Aye- Allen, Gallagher, Greiner, Halterman, Presnall, Roberts, Tursi. Nay-none.
PUBLIC COMMENTS	None.
PRESENTATIONS	Bobby Nelean, Interim Executive Campus Dean of Urban campus and Director of Student Success Initiatives, virtually welcomed everyone to DMACC’s Urban Campus and provided an update on enrollment, programming, facilities, and student engagement activities.
CONSENT ITEMS	Gallagher moved; seconded by Roberts to approve the consent items: a) Minutes from the April 13, 2026 Regular Board Meeting; b) Human Resources Report and Addendum (Attachment #1); c) Payables (Attachment #2); d) Consideration of separation and release agreement. Motion passed unanimously. Aye- Allen, Gallagher, Greiner, Halterman, Presnall, Roberts, Tursi. Nay-none.
BOARD POLICY BD104-BOARD OFFICERS	<u>Board Report 26-026</u> . Tursi moved; seconded by Greiner recommending that the Board approve the revisions to Board policy BD104. Motion passed on unanimously. Aye- Allen, Gallagher, Greiner, Halterman, Presnall, Roberts, Tursi. Nay-none.
CONSIDERATION OF APPOINTMENT OF BOARD TREASURER	<u>Board Report 26-027</u> . Presnall moved; seconded by Gallagher to appoint Ben Voaklander as Board Treasurer effective May 11, 2026.

Motion passed on a roll call vote. Aye- Allen, Gallagher, Greiner, Presnall, Roberts, Tursi. Nay-none.

OATH OF OFFICE

Board Secretary Brooke Stowe, issued the Oath of Office to Ben Voaklandere, newly elected Board Treasurer.

STUDENT ACTIVITIES
COUNCIL BUDGETS FOR
FY2027

Board Report 26-028. Tursi moved; seconded by Roberts recommending that the Board accept the Student Activities Council (SAC) budgets for FY2027 as proposed.

Motion passed on a roll call vote. Aye- Allen, Gallagher, Greiner, Halterman, Presnall, Roberts, Tursi. Nay-none.

APPROVE RETRAINING OR
TRAINING AGREEMENTS

Presnall moved; seconded by Tursi to approve Items #11-23 as one consent item.

Motion passed on a roll call vote. Aye- Allen, Gallagher, Greiner, Halterman, Presnall, Roberts, Tursi. Nay-none.

*Iowa State Churches of
God in Christ (COGIC)
Project #1*

Board Report 26-029. 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 **Iowa State Churches of God in Christ (COGIC) Project #1.**

*Wiese Industries Inc.
Project #3*

Board Report 26-030. 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 **Wiese Industries Inc. Project #3.**

Accu-Mold LLC Project #2

Board Report 26-031. Attachment #5. A resolution approving the form and content and execution and delivery of a retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Accu-Mold LLC Project #2.**

*Anderson Erickson Dairy
Company, Project #3*

Board Report 26-032. Attachment #6. A resolution approving the form and content and execution and delivery of a retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Anderson Erickson Dairy Company, Project #3**

*ASB Sports Acquisition,
Inc. Project #1*

Board Report 26-033. Attachment #7. A resolution approving the form and content and execution and delivery of a retraining or training agreement under **Chapter 260F**, Code of Iowa, for **ASB Sports Acquisition, Inc. Project #1**

*Confluence Brewing
Company, LLC Project #1*

Board Report 26-034. Attachment #8. A resolution approving the form and content and execution and delivery of a retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Confluence Brewing Company, LLC Project #1**

Dose Manufacturing, Inc. Project #1 Board Report 26-035. Attachment #9. A resolution approving the form and content and execution and delivery of a retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Dose Manufacturing, Inc. Project #1**

Graham Construction, Project #4 Board Report 26-036. Attachment #10. A resolution approving the form and content and execution and delivery of a retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Graham Construction, Project #4.**

National Carwash Solutions, Inc. Project #4 Board Report 26-037. Attachment #11. A resolution approving the form and content and execution and delivery of a retraining or training agreement under **Chapter 260F**, Code of Iowa, for **National Carwash Solutions, Inc. Project #4**

Quality Machine of Iowa Acquisition, Inc. Project #3 Board Report 26-038. Attachment #12. A resolution approving the form and content and execution and delivery of a retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Quality Machine of Iowa Acquisition, Inc. Project #3**

Story Construction Co Project #1 Board Report 26-039. Attachment #13. A resolution approving the form and content and execution and delivery of a retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Story Construction Co. Project #1**

Walsh Door & Hardware Co. Project #6 Board Report 26-040. Attachment #14. A resolution approving the form and content and execution and delivery of a retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Walsh Door & Hardware Co. Project #6.**

Wolf Construction Services, Inc. Project #3 Board Report 26-041. Attachment #15. A resolution approving the form and content and execution and delivery of a retraining or training agreement under **Chapter 260F**, Code of Iowa, for **Wolf Construction Services, Inc. Project #3**

CONSIDERATION OF
TERMINATION OF NON-
PROBATIONARY
CONTINUING CONTRACT
UNDER IA CODE CHAPTER
279 Board Report 26-042. Allen moved; seconded by Presnall that the Board terminate the non-probationary continuing teacher’s contracts for Patricia Guevara, Richard Rusch, James Moon, Danielle Halbrook, Denise Myers, and Danielle Shirley, effective June 30, 2026 and terminate the specially funded teacher’s contract of Gayle Gosch effective May 8, 2026.

Motion passed on a roll call vote. Aye- Allen, Gallagher, Greiner, Halterman, Presnall, Roberts, Tursi. Nay-none.



BOARD REPORT

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

Date: June 8, 2026

Pages: 1

AGENDA ITEM

Human Resources Report

BACKGROUND

I. Contract Change

1. Dolinsek, Cody

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

II. Replacement Position

1. DeJaynes, Hadley

Instructor, Biology
Metro Locations
Annual Salary: \$68,127 (FY26)
Effective: 08/17/2026

2. Pospisil, Kendra

Instructor, Sociology
Ankeny Campus
Annual Salary: \$68,127 (FY26)
Effective: 08/17/2026

3. Sleister, Heidi

Instructor, Biology
Ankeny Campus
Annual Salary: \$71,431 (FY26)
Effective: 08/17/2026

4. Spray, Lydia

Instructor, Biology
Metro Locations
Annual Salary: \$68,127 (FY26)
Effective: 08/17/2026

RECOMMENDATION

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

Liang Chee Wee, Ph.D
Interim President & CEO



BOARD REPORT

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

*Number: 26-043
Date: June 8, 2026
Page: 1*

AGENDA ITEM

First Reading of DMACC Policies Chapter 1: Board of Directors

BACKGROUND

Chapter 1 of DMACC's policies, titled Board of Directors, outlines how the community college's Board of Directors is organized and how it operates. It describes the Board's main role as making policies, overseeing the college, and making sure programs run effectively, while the College President handles daily operations. It also explains the Board's structure, including its membership, officers, and committees, along with rules about conflicts of interest and acting in the college's best interest. In addition, the chapter outlines how meetings are held, how decisions are made, and how the public can participate, all while following state laws to ensure fairness, transparency, and accountability.

In May 2026, the Board voted to update policy BD104 – Board Officers which allows the most qualified individual at the college to be eligible to serve as Board Treasurer.

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

This is a first reading and no vote is being requested this month. BD118 – Contract Signing Authority is a new proposed policy which establishes the scope of the contracts and agreements the College President or their designee has the authority to sign, and identifies the types of contracts or agreements that shall be submitted to the Board for approval.

This policy also states all contracts and agreements will be submitted to Board as consent items for ratification. Implementing this policy sets clear guidelines for the college president and their designees and also allows the Board to be aware of the variety of DMACC partnerships.

RECOMMENDATION

It is recommended that the Board review the chapter 1 policies and provide feedback to help improve up-to-dateness, clarity and alignment before the second reading next month.

Liang Chee Wee, Ph.D
Interim President & CEO

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

Policy:

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

B. The Board acts as a whole, not through individual Board members, except as authorized by specific Board action or statute. Members shall always function as part of a policy-making body, not as administrative officers, and shall meet their legal responsibilities as trustees of the College.

The Board has the responsibility and authority to formulate broad public policy in community college education according to Iowa Code Section 260C.14. It shall function as the governing and policy-making body charged with the oversight and control of College activities. The Board shall maintain continuous supervision of the College through the study and evaluation of reports concerning implementation of its policies and its supervision of the President. The Board of Directors shall establish policies and rules governing themselves; College employees and students; and College buildings, grounds, equipment, and other property. The Board shall aid in enforcing these rules, and shall require that persons imposed by these policies and rules perform accordingly.

A.C.

B.—Authority shall rest with the Board in legal sessions, not with individual Board members except as authorized by specific Board action or statute. Members shall always function as part of a legislative policy-making body, not as administrative officers, and shall meet their legal responsibilities as trustees of the College.

D. Key duties of the Board include:

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

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

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

G.—The Board shall have four major duties:

1.—Legislative/policymaking

- a.—The Board represents the people of Area XI and shall function as its policy-making body having exclusive jurisdiction over the College, its students, and its employees.
- b.—The Board has the exclusive responsibility of adopting new policies or amending or rescinding existing policies. When writing policies, “President” means “President or designee.” Any format action adding, modifying, or changing Board policies will be by a majority membership vote during an open meeting. Proposed changes must appear as agenda items before the Board may take official action to approve them.
- c.—If passed, a proposal policy shall become effective upon its passage date or at the time stated in the proposal, whichever occurs last.

2.—Executive

- a.—The Board shall recognize and maintain distinctions between activities appropriate for the Board as the College’s legislative policy-making body and executive and ministerial activities performed by the College President and employees implementing policies procedures. The Board shall select the College President and delegate to them the authority for formulating and overseeing all administrative rules and regulations, plans, and details necessary to ensure the Board policies are fulfilled in the College’s daily operation.
- b.—College Procedures Rules and regulations developed by the President or designee need not be reviewed or approved by the Board unless the Board places them on its meeting agenda.
- c.—The Board shall recognize and support the College President as the main line of communication between itself and the internal and external College community.

3.—Evaluation

- a.—By carefully studying facts and conditions, the Board shall determine that College programs are operating pedagogically effectively and financially efficiently.

4.—Judicial

- a.—Iowa law and certain College procedures require the Board to render independent judicial decisions related to matters such as student and employee discipline and discharge. These decisions require fairness and independent consideration. Therefore, to ensure due process and consideration de novo to guarantee independent fair decisions for all parties involved, Board

~~members shall avoid premature participation in any activities for which they later may be called upon to render decisions.~~

Legal Reference: Iowa Code 260C. ~~1614, .23~~; Iowa Code 279 ~~8, .20~~; Iowa Code ~~280-12~~

Adopted: January 17, 1984

Reviewed: 2005, 2011, 2019, 2023

Revised: January 10, 2000

[4920-3215-4790-1\10384-000](#)

Chapter: Board of Directors
Number: BD102
Type: Board Policy
Title: ~~Appointing t~~he President

Policy:

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

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

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

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

Legal Reference: Iowa Code 260C.14; Iowa Code 279.20

Adopted: July 16, 1985

Reviewed: 2005; 2011; 2019; 2023

Revised: January 10, 2000

[4901-5317-2134-110384-000](https://www.legis.iowa.gov/legis/assembly/legislation/4901-5317-2134-110384-000)

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

Policy:

A. The Board of Directors shall be composed of nine (9) members, one (1) from each director district. Members shall reside in the respective districts from which they are elected. ~~Membership terms shall be four (4) years. No member shall serve on the Board who is a member of a board of directors of a local school district or a member of an area education agency board.~~

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

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

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

~~B.~~ The appointed member shall serve until an election is held in accordance with the law to fill the vacancy for the remainder of the term. Successors shall be chosen at the biennial school election for members whose terms expire.

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

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

~~F.~~

E.

Legal Reference: Iowa Code ~~39-24; Iowa Code~~ 69.12; Iowa Code 260C.11, .15; Iowa Code 277.28, .30; Iowa Code 279.6

Adopted: January 17, 1984

Reviewed: 2005, 2010, 2011, 2019, 2023

Revised: January 10, 2000; October 10, 2011
[4927-2008-6182-1\10384-000](#)

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

Policy:

- A. The Board shall elect a ~~chair-Board president~~ and vice ~~chair-president~~ at the organizational/annual meeting for terms lasting one year. If the Board chooses, they may elect the ~~chair-Board president~~ and other officers by written ballot; however, all members shall identify their ballots. As it is tallied, each ballot shall comply with Iowa's Open Meetings Law.
- B. The Board shall also appoint a secretary and a treasurer at the organizational/annual meeting for terms lasting one year. The secretary shall not be selected from the Board membership but may be a College employee and shall give bond as prescribed by law in Section 291.2, Code of Iowa, and ~~may~~ ~~shall~~ receive a salary determined by the Board. The secretary shall qualify within ten days following the appointment.
- C. The treasurer shall not be selected from the Board membership, but may be a College employee, including the Board secretary, ~~though they may not be employed by the Business Services Division~~. If the treasurer is a College employee, they shall be a Direct Report to the President. The treasurer shall give bond as prescribed in Section 291.2, Code of Iowa, and ~~shall may~~ receive a salary as determined by the Board. The treasurer shall qualify within ten days following the appointment.

Legal Review: Reviewed in February 2026

Legal Reference:

- ~~lowa Code 12B.10~~
- ~~lowa Code 12C~~
- ~~lowa Code 64~~
- ~~lowa Code 260C.12~~
- ~~lowa Code 279.3 and 5~~
- ~~lowa Code 291.1-14~~
- ~~lowa Code 260C.62~~

Adopted: January 17, 1984

Reviewed: 2005; 2011; 2019, 2026

Revised: January 10, 2000; August 8, 2005; October 10, 2011; June 12, 2023, May 11, 2026—

[4902-2047-7606-1\10384-000](#)

Chapter: Board of Directors
Number: BD105
Type: Board Policy
Title: Standing and Temporary Board Committees

Policy:

A. The Board may create standing and temporary committees ~~of the Board and outline their duties.~~ Board committees shall comprise less than a majority of the membership, and the ~~chair~~ Board ~~p~~President shall appoint committee members and designate committee chairs. Standing committee members shall serve one (1) year terms, and appointments or reappointments will be made at the annual/organizational meeting.

~~B.—By definition, standing committees are ongoing committees responsible for designated jurisdictions. Standing committees should gather information on issues and policies related to assigned issues; develop recommendations to the Board on these issues, and regularly update the Board regarding the status of assignments and accomplishments.~~

~~C.—~~

~~D.~~B. _____ Board standing committees are:

1. Audit-Finance Committee
2. President's Performance Committee
3. Security Committee

~~E.~~C. All ~~e~~C committees shall provide information and recommendations as directed by the Board to assist in ~~their~~its decision-making. All committee recommendations and reports will be advisory with the Board retaining final decision-making authority.

~~F.~~D. Temporary committees shall be considered dissolved when they submit final reports, ~~or by action of the Board.~~

~~G.~~E. _____ Committee meetings shall conform to the Open Meetings Law, ~~lowa Code Chapter 21, when developing and making recommendations on College policy issues.-~~

Legal Reference: Iowa Code Chapter 21

Adopted: January 17, 1984

Reviewed: 2005, 2006, 2010, 2011, 2019, 2023

Revised: January 10, 2000; April 10, 2006; October 10, 2011

[4913-2783-9398-1\10384-000](#)

Chapter: Board of Directors
Number: BD106
Type: Board Policy
Title: Board Orientation

Policy:

A.—~~The President and Board chair~~ president are primarily responsible for orienting new members. Orientation shall acquaint new members with Board policies, duties, responsibilities, and college operations.

Adopted: *January 17, 1984*

Reviewed: *2005; 2011; 2019; 2023*

Revised: *January 10, 2000; August 8, 2005*

4934-2499-1398-1\10384-000

Chapter: Board of Directors _____

Number: BD107

Type: Board Policy

Title: Board Expense Reimbursement _____

Policy:

A.—Board members shall serve without compensation. They shall be reimbursed for actual and necessary expenses incurred in performing official Board duties.

Legal Reference: Iowa Code 260C.12

Adopted: January 17, 1984 _____

Reviewed: 2005; 2010; 2011; 2019; 2023 _____

Revised: January 10, 2000; October 10, 2011

Chapter: Board of Directors

Number: ~~BD108~~BD1086

Type: Board Policy

Title: ~~Board Fiduciary Duties~~Conflicts of Interest

Policy Purpose:

- A. Board members have fiduciary duties to always act in the best interest of the College, exercising independent judgment on behalf of and for the benefit of the College. ~~The College must be protected. It is each Board member's responsibility to when considering avoid transactions or arrangements that might benefit the private interest of a college Board of Director or them, their business or financial interests, or their immediate family members., the interest of a person or group not associated with the College, etc.~~ This policy ~~should supplement~~ does but not replace any applicable state or federal laws governing conflicts of interest applicable to ~~Iowa school corporations public officials or employees.~~ If there are any inconsistencies between this policy's requirements and procedures and the law's applicable requirements and procedures, the law's requirements and procedures will apply unless the provisions hereof are more stringent, in which case this policy's requirements and procedures shall control. Any conflicts between this policy and applicable law are to be resolving in favor of the law.

B. Policy

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

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

Contracting

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

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

This does not apply to contracts for purchasing goods and services if the benefit to the Board member does not exceed ~~\$20,000 in a fiscal year.~~ the amount set forth by Iowa code. This also does not apply to contracts made by competitive bids in writing (publicly invited and opened) or those contracts specifically excepted from these prohibitions by law. When the Board purchases supplies, equipment, or personal services from a firm or corporation in which a member or an employee of the Board has a direct or indirect pecuniary interest, that member or Board employee shall not participate in Board actions associated with that interest. Contracts entered in violation of this policy shall be void.

Compensation

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

B.C. Definitions

~~1.~~—Interested person:

~~a.~~—Any Board member (“member”), who has a direct or indirect personal or financial interest as defined below, and each of the members of the immediate family, general counsel and business affiliates of each of the members is an “interested person.”

~~b.a.~~ For this policy’s purposes, ~~immediate an~~ “immediate family member” shall include one’s spouse and dependent children.

~~c.~~—For this policy’s purposes, a business affiliate of a member shall include any person who directly, or indirectly, through one or more intermediaries’ controls, is controlled by, or is under common control with the member in a business entity or enterprise.

~~d.~~—

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

1. An ownership or investment interest in any entity with which the College has or expects to have a transaction or arrangement (“transaction”),
2. A compensation arrangement with the College or with any entity or individual with which the College has or expects to have a transaction, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the College is negotiating a transaction.

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

~~A financial interest is considered a “conflict of interest” unless a majority of the disinterested members of the Board decide that a conflict of interest does not exist.~~

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

E.D. _____ Conflict of Interest Statement and Recusal

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

~~1.~~—Each Board member will recuse themselves from any action, vote, or other item/deliberation before the Board in which they have an actual, apparent, or potential conflict-of-interest, unless the full Board votes to allow the member’s participation.

2.

~~3.—For this policy’s purpose, a “conflict of interest” exists when a member has a real, potential, or apparent conflict between personal interests and the interests of the college. More specifically, a member has a conflict of interest when they:~~

~~a.—Have an existing or potential financial or other personal interest which impairs or might appear to impair the member’s independent judgment in the discharge of responsibilities to the College, or~~

~~b.—May receive material financial or other benefit from using knowledge or information confidential to the College.~~

Legal Reference: *Iowa Code 68B; Iowa Code 71.1; Iowa Code 277.27; Iowa Code 279.7A; ~~Iowa Code 301.28~~*

Adopted: *January 13, 2015*

Reviewed: *2019*

Revised: *June 12, 2023*

[4935-0894-3014-1\10384-000](#)

Chapter: Board of Directors

Number: BD109

Type: Board Policy

Title: Board Ethics Code

Policy:

A.— As public officials, Board members shall strive to perform all their official duties ethically. Actions covered by this policy include but are not limited to:

- 1.— Members do not seek personal advantage.
- 2.— Notwithstanding any contrary provisions of the Code of Iowa, members or members' spouses do not receive compensation directly from the Board.
- 3.— Members do not have direct or indirect interest in contracts for purchases of goods, including materials and profits, and performing services for the College. This does not apply to contracts for purchasing goods and services if the benefit to the member does not exceed \$2,500 in a fiscal year. This also does not apply to contracts made by competitive bids in writing (publicly invited and opened) or those contracts specifically excepted from these prohibitions by law. When the Board purchases supplies, equipment, or personal services from a firm or corporation in which a member or an employee of the Board has a direct or indirect pecuniary interest, that member or Board employee shall not participate in Board actions associated with that interest. Contracts entered in violation of this policy shall be void.
- 4.— Notwithstanding Board Policy BD108, when there is a matter of contracting with a family member beyond the definition of immediate family, the board will disclose that relationship to other members of the Bboard or the Bboard member will refrain from voting.
- 5.— Members are not discussing confidential business with the public.
- 6.— Members do not assume unauthorized authority outside of Board meetings.

Adopted: January 17, 1984

Reviewed: 2005; 2011; 2019; 2023

Revised: December 16, 1992; January 10, 2000; August 8, 2005; October 10, 2011; June 12, 2023

[4912-7763-8822-1\10384-000](#)

Commented [RR1]: I am not meaning to suggest ethics are not important, but this policy primarily deals with topics covered by other policies (fiduciary/conflicts/contracting), and there is not much left. If the Board wanted to consider a more comprehensive Ethics Code, we could work on one

Chapter: Board of Directors
Number: ~~BD110~~BD107- CC204
Type: Board Policy
Title: ~~Board Acceptance of~~ Gifts

Purpose

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

Policy:

- A. A Board member, employee, or that person’s immediate family member shall not, directly or indirectly, accept or receive any gift or series of gifts from a restricted donor.
- B. A member, employee, or the person’s immediate family member may accept a non-monetary gift or series of non- monetary gifts from a restricted donor and not be in violation of the law if the gift is donated within thirty (30) days to the College, another public body, or bona fide not-for-profit educational or charitable organization.
- C. Gifts of food, beverages, travel and lodging which would otherwise be prohibited may be received by a Board member or employee if all of the following apply:
 - 1. The member or employee is officially representing the College in a delegation whose sole purpose is to attract a specific new business to locate in the state or encourage expansion or retention of an existing business already established in the state; and,
 - 2. The donor of the gifts is not the business being contacted; and
 - 3. The member or employee plays a significant role in a planned presentation to the business on behalf of the College.
- OR
- 1. The member or employee is attending a meeting, and the aforementioned items are given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the member or employee have participation or presentation responsibilities.
- 2. A member, employee, or the person’s immediate family member shall not solicit any gift or series of gifts at any time.
- D. Members/employees may receive nonmonetary items at conventions and conferences of less than \$3.00 in value, per calendar day, from any one donor.
- E. A member or employee may accept a plaque or item of negligible resale value which is given as recognition for the public services of the recipient.
- A.—Iowa Code Chapter 68B contains the provisions of Iowa’s “Gift Law.” This law specifically defines a “gift” and restricts items Board members may accept.

Legal Reference: Iowa Code 68B
Adopted: September 10, 2019
Reviewed: 2023

[4934-4189-9686-1\10384-000](#)

Chapter: Board of Directors

Number: ~~BD111~~BD108

Type: Board Policy

Title: Board Legal Counsel

Policy:

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

~~A:~~

Legal Reference: Iowa Code [279.37260C](#)

Adopted: January 17, 1984

Reviewed: 2005; 2011; 2019; 2023

Revised: January 10, 2000; October 10, 2011

[4924-6888-6694-1\10384-000](#)

Chapter: Board of Directors
Number: BD112
Type: Board Policy
Title: Delegates at Conventions

Policy:

A.—The Board chair shall appoint voting delegates representing the College at association conferences:

Adopted: January 17, 1984
Reviewed: 2005; 2011; 2019; 2023
Revised: January 10, 2000

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

Policy:

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

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

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

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

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

~~D-E.~~ The secretary shall be responsible for public notification of Board meetings consistent with Iowa law and Board policy, giving at least 24 hours' notice prior to annual, organizational, regular and special meetings. Emergency meetings may be called with less than 24 hours' notice, giving as much notice as is reasonably possible, and the nature of the good cause justifying departure from the normal requirements shall be stated in the minutes.

Legal Reference: Iowa Code 21.3-.8; Iowa Code 279.1-.33

Adopted: January 17, 1984

Reviewed: 2005; 2010; 2011; 2019; 2023

Revised: January 10, 2000; October 10, 2011

[4929-5549-1494-1\10384-000](#)

Commented [RR1]: Note this change in Iowa law, if the Board has not already

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

Policy:

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

~~A.~~

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

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

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

Legal Reference: Iowa Code ~~Chapter 214.3; Iowa Code 291.6 and .7~~

Adopted: January 17, 1984

Reviewed: 2005; 2010; 2011; 2019; 2023

Revised: January 10, 2000; October 10, 2011

[4909-7584-5542-1\10384-000](https://www.legis.iowa.gov/legis/oc/oc.cfm?id=4909-7584-5542-1\10384-000)

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

Policy:

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

1. The ~~Board president~~ chair shall preside over all meetings and is a voting member.
2. A meeting shall require a quorum of members to transact business. The majority constitutes a quorum.
3. Board action shall be restricted to published agenda items.
4. Only members shall have the authority to make and second motions and vote on issues before the Board.
5. Members need not rise to gain the chair's recognition.
6. The ~~chair~~ Board president may decide the order in which members shall be recognized to address an issue and shall attempt alternating between pro and con positions.
- ~~7. The chair Board president shall have complete authority to recognize any audience attendee requesting participation in meetings.~~
- ~~8.7.~~ The ~~chair~~ Board president may rule on points of order brought before the Board.
- ~~9.8.~~ All motions shall be made as positive actions.
- ~~10.9.~~ All motions shall receive a second prior to opening the issue for discussion. If a motion does not receive a second, the ~~chair~~ Board president may declare the motion dead.
- ~~11.10.~~ The ~~chair~~ Board president shall rule on all motions coming before the Board.
- ~~12.11.~~ A motion shall be adopted or carried if it receives an affirmative vote from more than half of the votes cast unless by law or Board policy a greater number of votes is required.
- ~~13.12.~~ Roll Call Votes
 - a. All members shall be listed in alphabetical order by last name.
 - b. All roll call votes shall be called in alphabetical order, beginning at various positions on the list.
 - c. The first roll call vote shall begin at the top of the list and proceed down. The second vote shall begin with the second name on the list and proceed down with the last name called to be the first person called on the previous vote.
- ~~14.13.~~ Voting

- a. Any member may request a roll call vote. All votes regarding the distribution of funds or contractual agreements shall be roll call votes recorded as “ayes” or “nays” with indications of abstentions or passes.
- b. No member may vote by proxy. Every member present shall vote on all questions unless excused by the Board. Reconsidering a vote may be moved only by a member who voted with the majority. If the motion to reconsider prevails, the matter under consideration shall be decided at that or at the next regular meeting.
- c. Members shall not be allowed to give or change their votes on any questions after the chair Board president has announced the results unless by unanimous consent.

~~15-14.~~ 14. The chair Board president shall have the authority to declare a recess at any time to restore decorum to a meeting.

15. A quorum needs not be present to adjourn a meeting. The secretary shall call the roll, and present members shall adjourn.

1. Public Participation

- a. The Board encourages public comment and allows citizens to address the Board on agenda and non-agenda items.
- b. In order that the business of the College may be conducted in an orderly and deliberative fashion, speakers must limit their remarks to five minutes in length and concerning the business of the Board.
- a-c. Only individuals officially recognized by the Board president will be allowed to speak. The use of profanity, obscenity, threats, and/or other unlawful or intentionally disruptive language shall be sufficient cause for the Board president to withdraw a citizen's permission to address the Board.

Commented [RR1]: These are very basic, since it is in policy, but still consistent with the public participation procedures

Legal Reference: Iowa Code 21.2; Iowa Code 279.4

Adopted: January 17, 1984

Reviewed: 2005; 2010; 2011; 2019; 2023

Revised: January 10, 2000; October 10, 2011; June 12, 2023

[4926-5376-3750-1/10384-000](https://www.legis.iowa.gov/legislation/other/4926-5376-3750-1/10384-000)

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

Policy:

- A. In general, all meetings shall be conducted in open public sessions. Closed sessions may be held in accordance with [Iowa Code 21.5](#) ~~the Iowa Open Meetings Law, and certain sessions are exempt from the Iowa Open Meetings Law as either “exceptions” or “exemptions” to the law.~~
1. ~~“Exceptions” to the Iowa Open Meetings Law~~ [Closed Sessions – Iowa Code Section 21.5.](#)
 - a. This type of closed session occurs during an open meeting. A special motion stating the reason for the closed ~~meeting session~~ must be made and seconded followed by an affirmative roll call vote of either two thirds of the total membership or all members present. The reason for holding the closed session by reference to a specific exception under this provision of the law, and each member’s vote on the question of holding the closed session shall be announced at the open session and entered in the minutes.
 - b. The Board shall not discuss any business during a closed session not directly related to the specific reason announced for the closed session. All sessions closed under this provision shall be audio recorded and include detailed minutes. The minutes and audio recordings shall be kept for one year from the meeting date. Real estate-related minutes and ~~tapes recordings must be released become~~ [public record](#) after completing the transaction.
 - a. The Board may enter this type of closed session for the reasons specified in Iowa Code 21.5, or other reasons as may be allowed by law.
 2. ~~“Exemptions” to the Iowa Open Meetings Law~~
 - a. This type of closed session is exempt from the Iowa Open Meetings Law, may be held separately from an open public meeting, and may be held without public notice. The Board may enter this type of closed session as provided by law, including discussing negotiation strategies regarding a certified bargaining unit, discussing ~~negotiation conditions of employment strategies for groups of~~ employees not included in a certified bargaining unit, and conducting private hearings relating to ~~recommended the~~ terminations of ~~teachers’ faculty~~ contracts ~~and a teacher-requested said private hearing.~~
 - a.b. No record needs to be maintained of negotiation strategy sessions. The private hearing in a teacher’s contract termination shall be recorded, [including](#) by a court reporter.

Legal Reference: ~~Iowa Code 20.17;~~ Iowa Code [Chapter 21.5](#); Iowa Code 279.15-16
Adopted: January 17, 1984
Reviewed: 2005; 2010; 2011; 2019; 2023
Revised: January 10, 2000; October 10, 2011

Chapter: Board of Directors
Number: BD117
Type: Board Policy
Title: Board Meeting Public Participation

Policy:

A.—The Board encourages public attendance and participation in its public meetings. The public is asked to recognize required time constraints and procedures to ensure orderly process during meetings.

Legal Reference: Iowa Code 21 and 22; Iowa Code 279.8

Adopted: January 17, 1984

Reviewed: 2005; 2010; 2011; 2019; 2023

Revised: January 10, 2000; October 10, 2011

Chapter: Board of Directors
Number: BD118
Type: Board Policy
Title: Contract Policy and Signing Authority

Policy:

A. Iowa Code Section 260C.14 grants the Board of Directors of each Community College the authority to enter into contracts. The DMACC Board delegates this authority to the President of Des Moines Area Community College.

B. The President may further designate individuals to act as authorized signatories. This policy establishes contract review requirements and signature authority to minimize the College's financial, legal, operational, and compliance risks.

C. This policy applies to all contracts, agreements, memoranda of understanding (MOUs), and other documents that create binding obligations on behalf of the College.

Legal Reference:

Iowa Code 260C.14

Adopted: March, 2026

Reviewed:

Revised:

4927-2672-7847-1\10384-000



BOARD REPORT

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

AGENDA ITEM

Consideration of Collective Bargaining Agreement and approval of the tentative agreement with the Des Moines Area Community College Higher Educational Association (HEA).

BACKGROUND

Negotiations resulted in a tentative agreement with HEA for FY27.

The agreement includes:

- A 3% overall salary package—faculty on-schedule will receive an average increase of 2.9%, faculty off-schedule will receive an average increase of 3%, \$182 will be added to the base salary, and overload will increase 2%;
- Program chairs were added back in to the list of employees covered by the collective bargaining agreement;
- Updates to Career and Technical Education (CTE) faculty placement language to allow additional directly related industry work experience to be recognized at hire;
- Updates to Staff Development Unit (SDU) language to allow certain industry certifications and licensure to count toward salary advancement for eligible CTE faculty;
- Clarification of certification categories and assigned SDU values;
- The current interpolation number for summer contract calculations is .25694.

The CTE-related changes are intended to improve the College's ability to recruit and retain qualified faculty in workforce-focused programs while maintaining consistency and structure within the salary schedule.

RECOMMENDATION

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

Liang Chee Wee, Ph.D
Interim President & CEO



BOARD REPORT

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

AGENDA ITEM

Consideration of Collective Bargaining Agreement and Approval of the Tentative Agreement with the Des Moines Area Community College Educational Services Association (ESA).

BACKGROUND

Negotiations resulted in a tentative agreement with ESA for FY27.

The agreement includes:

- A 3% increase;
- Replacement of the previous on-call pay language with a structured on-call and emergency response process for Mechanical/Electrical Technicians;
- Assignment of one technician at a time through a rotating weekly on-call schedule;
- A flat weekly on-call stipend in place of hourly on-call pay;
- Defined expectations regarding availability, response requirements, scheduling, and supervisor oversight;
- Procedures for emergency call-ins, temporary coverage, and recordkeeping.

The changes are intended to improve the College's ability to respond to after-hours facilities emergencies while creating a more structured, accountable, and financially controlled on-call process.

RECOMMENDATION

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

Liang Chee Wee, Ph.D
Interim President & CEO



BOARD REPORT

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

*Number: 26-046
Date: June 8, 2026
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AGENDA ITEM

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

BACKGROUND

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

RECOMMENDATION

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

Liang Chee Wee, Ph.D
Interim President & CEO



BOARD REPORT

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

*Number: 26-047
Date: June 8, 2026
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AGENDA ITEM

Consideration of Temporary, Adjunct and Student Pay Rates

BACKGROUND

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

RECOMMENDATION

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

Liang Chee Wee, Ph.D
Interim President & CEO



BOARD REPORT

To the Board of Directors of
Des Moines Area Community College

Number: 26-048
Date: June 8, 2026
Page: 1 of 1

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 **CHILDSERVE FOUNDATION, INC. PROJECT #3**

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:** ChildServe Foundation, Inc.
- Product/Service:** This company provides care to children with special healthcare needs.
- Type of Project:** Retraining project for existing work force
- Nature of Project:** The project will provide for: Up-skilling the CNAs and other positions to LPNs or respiratory therapists. All DMACC Classes
- Training Period:** 4/28/2026-4/27/2027
- Average Wage Rate:** \$28.88
- Number of Jobs Affected:** 5
- First Year of Operation:** 1928
- Available Training Funds:** \$20,000
- 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.

Liang Chee Wee, Ph.D
Interim President & CEO



BOARD REPORT

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

*Number: 26-049
Date: June 8, 2026
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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 IOWA ASSOCIATION OF MUNICIPAL UTILITIES 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:	Iowa Association of Municipal Utilities 1735 NE 70 th Ave Ankeny, IA 50020
Product/Service:	This company provides representation and training for Iowa's 754 municipal utilities.
Type of Project:	Retraining project for existing work force
Nature of Project:	The project will provide for: Excel, PowerPoint, Outlook
Training Period:	04/29/26-04/28/27
Average Wage Rate:	\$54.10
Number of Jobs Affected:	20
First Year of Operation:	1947
Available Training Funds:	\$9,378
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.

Liang Chee Wee, Ph.D
Interim President & CEO



BOARD REPORT

*To the Board of Directors of
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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 PROGRESS INDUSTRIES PROJECT #13

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:	Progress Industries 202 N. 3 rd Ave. W. Newton, IA 50208
Product/Service:	This company provides day habilitation and residential services to support people with disabilities.
Type of Project:	Retraining project for existing work force
Nature of Project:	The project will provide for: Med Mgr Training
Training Period:	01/25/26-01/24/27
Average Wage Rate:	\$17.00
Number of Jobs Affected:	35
First Year of Operation:	1979
Available Training Funds:	\$7,044
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.

Liang Chee Wee, Ph.D
Interim President



BOARD REPORT

To the Board of Directors of
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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 **CENTRAL IOWA TELEVISIONING 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 the Iowa Workforce Development. The company identified below has met state criteria and DMACC is prepared to enter into an agreement to provide retraining or training as follows:

- Company Name/Address:** Central Iowa Televising LLC
530 Dubois Ave
McCallsburg, IA 50154
- Product/Service:** Septic and sewer televising and repair.
- Type of Project:** Retraining project for existing work force
- Nature of Project:** The project will provide for: Safety Training, Professional Skill Development, and Business Specific and Technical Training.
- Training Period:** May 1, 2026 – April 30, 2028
- Average Wage Rate:** \$34.96
- Number of Jobs Affected:** 13
- First Year of Operation:** 2007
- 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.

Liang Chee Wee, Ph.D
Interim President & CEO



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To the Board of Directors of
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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, **ESTES COMPANY, LLC, PROJECT #2.**

BACKGROUND

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

Company Name/Address: Estes Company, LLC
131 West 2nd Street, Suite 400
Davenport, IA 52801

Training is for their DSM location:
220 SW 9th Street, Suite 180
Des Moines, IA 50309

Product/Service: Construction management and general contractor

Type of Project: Retraining project for existing work force

Nature of Project: The project will provide for:
Process Mapping, Leadership, Safety, Communication
Trainings.

Training Period: 3/31/2026 - 3/30/2028

Average Wage Rate: \$48.94

Number of Jobs Affected: 22

First Year of Operation: 1970

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.

Liang Chee Wee, Ph.D
Interim President & CEO



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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, **HOME KNEADS, 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 the Iowa Workforce Development. The company identified below has met state criteria and DMACC is prepared to enter into an agreement to provide retraining or training as follows:

Company Name/Address:	Home Kneads, LLC 412 Main St Slater, IA 50244
Product/Service:	Manufacture of sourdough bread
Type of Project:	Retraining project for existing work force
Nature of Project:	The project will provide for: Safety Training, Professional Skill Development, and Business Specific and Technical Training.
Training Period:	June 8, 2026 – June 7, 2028
Average Wage Rate:	\$20
Number of Jobs Affected:	2
First Year of Operation:	2024
Available Training Funds:	\$9,459
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.

Liang Chee Wee, Ph.D
Interim President & CEO



BOARD REPORT

To the Board of Directors of
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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 **PAPER SYSTEMS, 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 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:** Paper Systems, Inc.
6127 Willowmere Dr.
Des Moines, IA 50321
- Product/Service:** Liquid Packaging Company - Manufacturing
- Type of Project:** Retraining project for existing work force
- Nature of Project:** The project will provide for: safety, technical, communication, leadership trainings.
- Training Period:** 4/28/26 - 4/27/28
- Average Wage Rate:** \$34.84
- Number of Jobs Affected:** 7
- First Year of Operation:** 1986
- Available Training Funds:** \$25,161
- 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.

Liang Chee Wee, Ph.D
Interim President & CEO



BOARD REPORT

To the Board of Directors of
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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, **RECORD PRINTING CO, INC. OF STORY CITY PROJECT #14.**

BACKGROUND

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

Company Name/Address:	Record Printing Co, Inc. of Story City 120 Industrial Park Road Story City, IA 50248
Product/Service:	Manufacture of business forms including computer forms and cut sheets. They also do commercial printing.
Type of Project:	Retraining project for existing work force
Nature of Project:	The project will provide for: Management Development, Professional Skill Development, Safety Training, and Business Specific and Technical Training
Training Period:	May 1, 2026 – April 30, 2028
Average Wage Rate:	\$33.60
Number of Jobs Affected:	7
First Year of Operation:	1972
Available Training Funds:	\$35,000
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.

Liang Chee Wee, Ph.D
Interim President & CEO



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AGENDA ITEM

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT UNDER **CHAPTER 260E**, CODE OF IOWA, INSTITUTING PROCEEDINGS FOR TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED **\$535,000** AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (**ACCU-MOLD, LLC. #12**) OF THE DES MOINES AREA COMMUNITY COLLEGE.

BACKGROUND

Chapter 260E, Code of Iowa, provides for new jobs training programs for businesses creating new jobs in Iowa. The company identified below has met state and college criteria and DMACC is prepared to enter into an agreement to provide new jobs training as follows:

Company Name/Address: Accu-Mold, LLC
1711 SE Oralabor Rd
Ankeny, IA 50021

Product/Service: Super-micro, ultra precision plastic mold components

Previous Projects: There has been 11 previous projects.

Nature of Project: This project will provide for: computer software training; business specific technical training; safety training; professional skills training; legal practices in industry training; leadership and supervisory training.

Amount of Certificates: \$535,000

Jobs To Be Created:	Number:	Average Salary:
Ordinary Credit:	59	\$ 20.75
Supplemental Credit:	<u>13</u>	<u>\$ 40.58</u>
Total New Jobs:	72	\$ 25.73

Total Annual Payroll:	\$ 3,853,200
Total Training Funds:	\$ 414,625
Training Funds/Job:	\$ 5,758.68
Length of Diversion:	10 years
Property Taxes (TIF):	None
First Year of Operation:	1985

RECOMMENDATION

The proposed Resolution, Final Training Agreement and Training Plan 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 Final Training Agreement for this training project.

Liang Chee Wee, Ph.D
Interim President & CEO



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AGENDA ITEM

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT UNDER **CHAPTER 260E**, CODE OF IOWA, INSTITUTING PROCEEDINGS FOR TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED **\$250,000** AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (**ADR AXLES USA INC. PROJECT #1**) OF THE DES MOINES AREA COMMUNITY COLLEGE.

BACKGROUND

Chapter 260E, Code of Iowa, provides for new jobs training programs for businesses creating new jobs in Iowa. The company identified below has met state and college criteria and DMACC is prepared to enter into an agreement to provide new jobs training as follows:

Company Name/Address: ADR Axles USA Inc
303 Soumas Ave
Perry, IA 50220

Product/Service: Manufacture axles for the agricultural industry

Previous Projects: None

Nature of Project: This project will provide for: computer training, business specific technical training; safety training; management and leadership skills;

Amount of Certificates: \$250,000

Jobs To Be Created:	Number:	Average Salary:
Ordinary Credit:	6	\$24.19
Supplemental Credit:	13	\$42.58
Total New Jobs:	19	\$36.77

Total Annual Payroll:	\$1,453,200
Total Training Funds:	\$178,750
Training Funds/Job:	\$9,407.89
Length of Diversion:	10 years
Property Taxes (TIF):	None
First Year of Operation:	2015

RECOMMENDATION

The proposed Resolution, Final Training Agreement and Training Plan 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 Final Training Agreement for this training project.

Liang Chee Wee, Ph.D
Interim President & CEO



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AGENDA ITEM

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT UNDER **CHAPTER 260E**, CODE OF IOWA, INSTITUTING PROCEEDINGS FOR TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED **\$75,000** AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (**CFS NORTH AMERICA LLC PROJECT #2**) OF THE DES MOINES AREA COMMUNITY COLLEGE.

BACKGROUND

Chapter 260E, Code of Iowa, provides for new jobs training programs for businesses creating new jobs in Iowa. The company identified below has met state and college criteria and DMACC is prepared to enter into an agreement to provide new jobs training as follows:

Company Name/Address: CFS North America LLC
4415 NW Urbandale Dr.
Urbandale, IA 50322

Product/Service: Manufacture antioxidants and food ingredients

Previous Projects: One previous project in MP 55

Nature of Project: This project will provide for: computer training, business specific technical training; safety training; management and leadership skills;

Amount of Certificates: \$75,000

Jobs To Be Created:	Number:	Average Salary:
Ordinary Credit:	2	\$27.72
Supplemental Credit:	4	<u>\$37.21</u>
Total New Jobs:	6	\$34.05

Total Annual Payroll:	\$424,920
Total Training Funds:	\$58,125
Training Funds/Job:	\$9,687.50
Length of Diversion:	10 years
Property Taxes (TIF):	None
First Year of Operation:	2015

RECOMMENDATION

The proposed Resolution, Final Training Agreement and Training Plan 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 Final Training Agreement for this training project.

Liang Chee Wee, Ph.D
Interim President & CEO



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AGENDA ITEM

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT UNDER **CHAPTER 260E**, CODE OF IOWA, INSTITUTING PROCEEDINGS FOR TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED **\$415,000** AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (**DAISY BRAND, LLC PROJECT #1**) OF THE DES MOINES AREA COMMUNITY COLLEGE.

BACKGROUND

Chapter 260E, Code of Iowa, provides for new jobs training programs for businesses creating new jobs in Iowa. The company identified below has met state and college criteria and DMACC is prepared to enter into an agreement to provide new jobs training as follows:

Company Name/Address: Daisy Brand, LLC
2700 Eastgate Drive
Boone, IA 50036

Product/Service: Manufacture of sour cream and cottage cheese

Previous Projects: NA

Nature of Project: This project will provide for: computer training, business specific professional skills; business specific technical training; safety training; computer hardware and software training, and OJT

Amount of Certificates: \$415,000

Jobs To Be Created:	Number:	Average Salary:
Ordinary Credit:	0	\$0
Supplemental Credit:	15	<u>\$67.15</u>
Total New Jobs:	15	\$67.15

Total Annual Payroll:	\$2,095,000
Total Training Funds:	\$321,625
Training Funds/Job:	\$21,441.67
Length of Diversion:	10 years
Property Taxes (TIF):	None
First Year of Operation:	1917

RECOMMENDATION

The proposed Resolution, Final Training Agreement and Training Plan 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 Final Training Agreement for this training project.

Liang Chee Wee, Ph.D
Interim President & CEO



BOARD REPORT

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AGENDA ITEM

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT UNDER **CHAPTER 260E**, CODE OF IOWA, INSTITUTING PROCEEDINGS FOR TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED **\$295,000** AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (**KLINE ELECTRIC, INC. #2**) OF THE DES MOINES AREA COMMUNITY COLLEGE.

BACKGROUND

Chapter 260E, Code of Iowa, provides for new jobs training programs for businesses creating new jobs in Iowa. The company identified below has met state and college criteria and DMACC is prepared to enter into an agreement to provide new jobs training as follows:

Company Name/Address: Kline Electric, Inc.
6355 NE 14th Street
Des Moines, IA 50313

Product/Service: Electrical Commercial Wiring

Previous Projects: There has been one previous project.

Nature of Project: This project will provide for: computer software training; business specific technical training; safety training; professional skills training; legal practices in industry training; leadership and supervisory training and OJT.

Amount of Certificates: \$295,000

Jobs To Be Created:	Number:	Average Salary:
Ordinary Credit:	36	\$ 20.00
Supplemental Credit:	<u>9</u>	<u>\$ 35.00</u>
Total New Jobs:	45	\$ 23.00

Total Annual Payroll: \$ 2,155,000
Total Training Funds: \$ 228,625.
Training Funds/Job: \$ 5,081.00
Length of Diversion: 10 years
Property Taxes (TIF): None
First Year of Operation: 2004

RECOMMENDATION

The proposed Resolution, Final Training Agreement and Training Plan 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 Final Training Agreement for this training project.

Liang Chee Wee, Ph. D
Interim President & CEO



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AGENDA ITEM

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT UNDER **CHAPTER 260E**, CODE OF IOWA, INSTITUTING PROCEEDINGS FOR TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED **\$120,000** AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (**LIBRARY BINDING SERVICE INC PROJECT #2**) OF THE DES MOINES AREA COMMUNITY COLLEGE.

BACKGROUND

Chapter 260E, Code of Iowa, provides for new jobs training programs for businesses creating new jobs in Iowa. The company identified below has met state and college criteria and DMACC is prepared to enter into an agreement to provide new jobs training as follows:

- Company Name/Address:** Library Binding Service Inc
1801 Thompson Ave.
Des Moines, IA 50316
- Product/Service:** Manufacture of various book binding materials
- Previous Projects:** One previous project in MP 36
- Nature of Project:** This project will provide for: computer training, business specific professional skills; business specific technical training; safety training; professional skills training; legal practices in industry training; leadership and supervisory training and HR compliance training.
- Amount of Certificates:** \$120,000

Jobs To Be Created:	Number:	Average Salary:
Ordinary Credit:	7	\$20.70
Supplemental Credit:	4	<u>\$50.84</u>
Total New Jobs:	11	\$31.66

Total Annual Payroll:	\$724,368
Total Training Funds:	\$92,741
Training Funds/Job:	\$8,431
Length of Diversion:	10 years
Property Taxes (TIF):	None
First Year of Operation:	1936

RECOMMENDATION

The proposed Resolution, Final Training Agreement and Training Plan 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 Final Training Agreement for this training project.

Liang Chee Wee, Ph.D
Interim President & CEO



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AGENDA ITEM

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT UNDER **CHAPTER 260E**, CODE OF IOWA, INSTITUTING PROCEEDINGS FOR TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED **\$430,000** AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (**SOURCE ALLIES INC. PROJECT #2**) OF THE DES MOINES AREA COMMUNITY COLLEGE.

BACKGROUND

Chapter 260E, Code of Iowa, provides for new jobs training programs for businesses creating new jobs in Iowa. The company identified below has met state and college criteria and DMACC is prepared to enter into an agreement to provide new jobs training as follows:

Company Name/Address: Source Allies Inc
10800 Meredith Dr
Ste 3
Urbandale, IA 50322

Product/Service: IT Services for Businesses

Previous Projects: None

Nature of Project: This project will provide for: business specific technical training; cyber safety training; management and leadership skills;

Amount of Certificates: \$430,000

Jobs To Be Created:	Number:	Average Salary:
Ordinary Credit:	0	\$0
Supplemental Credit:	20	\$53.27
Total New Jobs:	20	\$53.27

Total Annual Payroll:	\$2,215,907
Total Training Funds:	\$333,250
Training Funds/Job:	\$16,662.50
Length of Diversion:	10 years
Property Taxes (TIF):	None
First Year of Operation:	2002

RECOMMENDATION

The proposed Resolution, Final Training Agreement and Training Plan 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 Final Training Agreement for this training project.

Liang Chee Wee, Ph.D
Interim President & CEO



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AGENDA ITEM

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT UNDER **CHAPTER 260E**, CODE OF IOWA, INSTITUTING PROCEEDINGS FOR TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED **\$745,000** AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (**TELLIGEN, INC. #5**) OF THE DES MOINES AREA COMMUNITY COLLEGE.

BACKGROUND

Chapter 260E, Code of Iowa, provides for new jobs training programs for businesses creating new jobs in Iowa. The company identified below has met state and college criteria and DMACC is prepared to enter into an agreement to provide new jobs training as follows:

Company Name/Address: Telligen, Inc.
1776 West Lakes Parkway
West Des Moines, IA 50266

Product/Service: Managed Quality of care

Previous Projects: There have been 4 previous projects.

Nature of Project: This project will provide for: computer software training; business specific technical training; safety training; professional skills training; legal practices in industry training; leadership and supervisory training.

Amount of Certificates: \$745,000

Jobs To Be Created:	Number:	Average Salary:
Ordinary Credit:	15	\$ 26.05
Supplemental Credit:	<u>38</u>	<u>\$ 39.70</u>
Total New Jobs:	53	\$ 35.26

Total Annual Payroll:	\$ 3,951,098
Total Training Funds:	\$ 577,375
Training Funds/Job:	\$ 10,893.87
Length of Diversion:	10 years
Property Taxes (TIF):	None
First Year of Operation:	1972

RECOMMENDATION

The proposed Resolution, Final Training Agreement and Training Plan 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 Final Training Agreement for this training project.

Liang Chee Wee, Ph.D
Interim President & CEO



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A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT UNDER **CHAPTER 260E**, CODE OF IOWA, INSTITUTING PROCEEDINGS FOR TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED **\$5,515,000** AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (**THE BAKER GROUP #7**) OF THE DES MOINES AREA COMMUNITY COLLEGE.

BACKGROUND

Chapter 260E, Code of Iowa, provides for new jobs training programs for businesses creating new jobs in Iowa. The company identified below has met state and college criteria and DMACC is prepared to enter into an agreement to provide new jobs training as follows:

Company Name/Address: Baker Mechanical, Inc. dba The Baker Group
1600 SE Corporate Woods Dr.
Ankeny, IA 50021

Product/Service: Commercial construction and facility services

Previous Projects: There has been 6 previous projects.

Nature of Project: This project will provide for: computer software training; business specific technical training; safety training; professional skills training; legal practices in industry training; leadership and supervisory training.

Amount of Certificates: \$ 5,515,000

Jobs To Be Created:	Number:	Average Salary:
Ordinary Credit:	80	\$ 24.11
Supplemental Credit:	266	<u>\$ 45.07</u>
Total New Jobs:	346	\$40.22

Total Annual Payroll:	\$ 28,948,629
Total Training Funds:	\$ 4,274,125
Training Funds/Job:	\$ 12,352.96
Length of Diversion:	10 years
Property Taxes (TIF):	None
First Year of Operation:	1963

RECOMMENDATION

The proposed Resolution, Final Training Agreement and Training Plan 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 Final Training Agreement for this training project.

Liang Chee Wee, Ph. D
Interim President & CEO



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AGENDA ITEM

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT UNDER **CHAPTER 260E**, CODE OF IOWA, INSTITUTING PROCEEDINGS FOR TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED **\$3,195,000** AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES **TPI IOWA, LLC #7**) OF THE DES MOINES AREA COMMUNITY COLLEGE.

BACKGROUND

Chapter 260E, Code of Iowa, provides for new jobs training programs for businesses creating new jobs in Iowa. The company identified below has met state and college criteria and DMACC is prepared to enter into an agreement to provide new jobs training as follows:

- Company Name/Address:** TPI IOWA, LLC
2300 N 33rd Ave. E
Newton, IA 50208
- Product/Service:** Manufacturer of wind turbine blades
- Previous Projects:** There have been 6 previous projects.
- Nature of Project:** This project will provide for: business specific technical training; safety training; professional skills training;; leadership and supervisory training.
- Amount of Certificates:** \$3,195,000

Jobs To Be Created: 399	Number:	Average Salary:
Ordinary Credit:	224	\$21.68/45,094
Supplemental Credit:	175	<u>\$31.10/64,688</u>
Total New Jobs:	399	\$25.81/53,685

Total Annual Payroll:	\$ 21,421,895
Total Training Funds:	\$ 2,476,125
Training Funds/Job:	\$ 53,689
Length of Diversion:	10 years
Property Taxes (TIF):	None
First Year of Operation:	2004

RECOMMENDATION

The proposed Resolution, Final Training Agreement and Training Plan 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 Final Training Agreement for this training project.

Liang Chee Wee, Ph, D.
Interim President & CEO



BOARD REPORT

To the Board of Directors of
Des Moines Area Community College

Number: 26-066
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AGENDA ITEM

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT UNDER **CHAPTER 260E**, CODE OF IOWA, INSTITUTING PROCEEDINGS FOR TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED **\$265,000** AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (**VCS MANAGEMENT COMPANY, LLC PROJECT #1**) OF THE DES MOINES AREA COMMUNITY COLLEGE.

BACKGROUND

Chapter 260E, Code of Iowa, provides for new jobs training programs for businesses creating new jobs in Iowa. The company identified below has met state and college criteria and DMACC is prepared to enter into an agreement to provide new jobs training as follows:

Company Name/Address: VCS Management Company, LLC
9800 59th Ave. N
Plymouth, MN 55442
(Project is to be in Huxley, IA. However, the local address has not yet been assigned by the city of Huxley)

Product/Service: Freezer storage and handling services

Previous Projects: NA

Nature of Project: This project will provide for: computer training, business specific professional skills; business specific technical training; safety training; training materials, and OJT

Amount of Certificates: \$265,000

Jobs To Be Created:	Number:	Average Salary:
Ordinary Credit:	35	\$25.00
Supplemental Credit:	7	<u>\$42.93</u>
Total New Jobs:	42	\$28.04

Total Annual Payroll:	\$2,449,160
Total Training Funds:	\$173,722
Training Funds/Job:	\$4,136.24
Length of Diversion:	10 years
Property Taxes (TIF):	None
First Year of Operation:	2025

RECOMMENDATION

The proposed Resolution, Final Training Agreement and Training Plan 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 Final Training Agreement for this training project.

Liang Chee Wee, Ph.D
Interim President & CEO



BOARD REPORT

To the Board of Directors of
Des Moines Area Community College

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AGENDA ITEM

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT UNDER **CHAPTER 260E**, CODE OF IOWA, INSTITUTING PROCEEDINGS FOR TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED **\$1,760,000** AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (**VERMEER MANUFACTURING COMPANY #16**) OF THE DES MOINES AREA COMMUNITY COLLEGE.

BACKGROUND

Chapter 260E, Code of Iowa, provides for new jobs training programs for businesses creating new jobs in Iowa. The company identified below has met state and college criteria and DMACC is prepared to enter into an agreement to provide new jobs training as follows:

- Company Name/Address:** Vermeer Manufacturing Company
1210 Vermeer Road
Pella, IA 50219
- Product/Service:** Manufacturer of ag/industrial heavy equipment
- Previous Projects:** Projects 1-15 training funds utilized and withholding current
- Nature of Project:** This project will provide for: On-the-job training and training materials
- Amount of Certificates:** \$1,760,000

Jobs To Be Created: 226	Number:	Average Salary:
Ordinary Credit:	137	\$25.78/53,622
Supplemental Credit:	89	<u>\$33.19/69,035</u>
Total New Jobs:	226	\$28.70/59,696

Total Annual Payroll:	\$13,198,690
Total Training Funds:	\$1,291,502
Training Funds/Job:	\$5715
Length of Diversion:	10 years
Property Taxes (TIF):	None
First Year of Operation:	1948

RECOMMENDATION

The proposed Resolution, Final Training Agreement and Training Plan 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 Final Training Agreement for this training project.

Liang Chee Wee, Ph. D
Interim President & CEO



BOARD REPORT

To the Board of Directors of
Des Moines Area Community College

Number: 26-068
Date: June 8, 2026
Page: 1 of 2

AGENDA ITEM

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT UNDER **CHAPTER 260E**, CODE OF IOWA, INSTITUTING PROCEEDINGS FOR TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED **\$480,000** AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (**WALSH DOOR & HARDWARE CO. #4**) OF THE DES MOINES AREA COMMUNITY COLLEGE.

BACKGROUND

Chapter 260E, Code of Iowa, provides for new jobs training programs for businesses creating new jobs in Iowa. The company identified below has met state and college criteria and DMACC is prepared to enter into an agreement to provide new jobs training as follows:

- Company Name/Address:** Walsh Door & Hardware Co.
2600 Delaware Ave.
Des Moines, IA 50317
- Product/Service:** Manufacturer & distributor of commercial doors, frames, hardware and access control for these products (security)
- Previous Projects:** Projects 1-3 were used as the program intended and withholding is current
- Nature of Project:** This project will provide for: business specific technical training; safety training; professional skills training; on-the-job training
- Amount of Certificates:** \$480,000

Jobs To Be Created: 40	Number:	Average Salary:
Ordinary Credit:	21	\$25.21/52,437
Supplemental Credit:	19	<u>\$46.05/95,784</u>
Total New Jobs:	40	\$35.11/73,029

Total Annual Payroll:	\$2,921,000
Total Training Funds:	\$372,000
Training Funds/Job:	\$9300
Length of Diversion:	10 years
Property Taxes (TIF):	None
First Year of Operation:	1979

RECOMMENDATION

The proposed Resolution, Final Training Agreement and Training Plan 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 Final Training Agreement for this training project.

Liang Chee Wee, Ph.D
Interim President & CEO



BOARD REPORT

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

*Number: 26-069
Date: June 8, 2026
Page: 1*

AGENDA ITEM

Revision of the Des Moines Area Community College Quality Faculty Plan.

BACKGROUND

The Des Moines Area Community College Quality Faculty Plan has been updated in accordance with recommendations from the Quality Faculty Plan Committee. The 2026 Quality Faculty Plan revisions are: strengthening governance through clearly defined leadership roles and the addition of formal subcommittees to support onboarding, professional development, and compliance. It also shifts the plan to a more structured system with explicit expectations, annual approvals, and strengthened accountability for faculty professional development requirements.

RECOMMENDATION

It is recommended that the Board approve the 2026 Quality Faculty Plan.

Liang Chee Wee, Ph.D
Interim President & CEO

DMACC Quality Faculty Plan

Committee Members, 26|27 Academic Year

Faculty Representatives

ALEX WENDEL

(term expires May, 2029)

Adjunct Instructor, Theater (Ankeny)

RACHEL MURDOCK

(term expires May, 2028)

Professor, Speech (Ankeny)

AMY FERTIG

(term expires May, 2027)

Professor, Veterinary Technology (Ankeny)

SHANE BOOTS

(term expires May, 2029)

Professor, Automotive (Ankeny)

TIFFANY THOMAS

(term expires May, 2029)

Professor, Psychology (Newton)

JOSH HEROLD

(term expires May, 2028)

Counselor (Urban)

LINDSAY HEALEY

(term expires May, 2028)

Librarian (Ankeny)

ERIC LANGNER

(term expires May, 2027)

Associate Professor, Ford ASSET (Urban)

CHRISTINA RIESSEN

(term expires May, 2027)

Instructor, Horticulture (Ankeny)

DAN PLATT

(term expires May, 2028)

Professor, English (Ankeny)

MICHELLE RUSE, Co-Chair

(term expires May, 2027)

Professor, Computer Science (Urban)

FABER MCCALISTER

(term expires May, 2029)

Instructor, Speech (District-Wide)

JENNIFER SPRY-KNUDSON

(term expires May, 2028)

Professor, Fitness & Sports Management (Boone)

Administration Representatives

GRETCHEN PRICE

Director of Teaching & Learning, Co-Chair

ANNE POWER

Executive Academic Dean, CTE

AMEE AUSTIN

Director of Organizational Development

KYLE COLLINS

Associate VPAA

DREW NELSON

Executive Academic Dean, Liberal Arts & Sciences

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Preface

In 2001, prompted by the Iowa legislature, faculty and administrators at Des Moines Area Community College (DMACC) collaborated to create the initial Quality Faculty Plan (QFP). The legislature's directive was clear: local boards, not the State of Iowa, should oversee the quality of faculty in community colleges. Each of the fifteen community colleges, including DMACC, was tasked with developing a plan that met local needs while adhering to accreditation standards set by the Higher Learning Commission (HLC) and the Iowa State Department of Education.

By 2023, prompted by insights from the interim accreditation report by the HLC, the Quality Faculty Plan committee expanded its membership. This larger group was charged with thoroughly reviewing and updating the QFP, which had seen minimal changes since its inception in 2001.

Several sub-committees were formed to review each section of the plan. Over several months, they refined the content to better address faculty development needs and improve teaching and learning outcomes. The revised plan was designed to be flexible and responsive to emerging research and the evolving needs of DMACC. It also includes provisions for more frequent reviews to ensure its ongoing relevance.

The development of the Quality Faculty Plan at DMACC demonstrates a dedication to continuous improvement to meet the needs of faculty and students. By adhering to accreditation bodies and remaining attuned to emerging research, DMACC ensures its faculty are prepared to provide high-quality education. The updated QFP reflects the institution's commitment to excellence and its ongoing pursuit of academic rigor.

Quality Faculty Plan Bylaws

The Quality Faculty Plan Committee comprises faculty members and academic administrators dedicated to fostering academic excellence through the facilitation and distribution of professional learning opportunities, training, and resources. These initiatives are designed for the benefit of full-time faculty, counselors, librarians, adjunct faculty, and concurrent faculty, aligning closely with the strategic objectives of the college. By nurturing a culture of ongoing professional development, the committee actively reinforces DMACC's commitment to supporting the growth and proficiency of all its professionals.

The responsibilities of the Quality Faculty Plan Committee encompass, but are not limited to the following:

- Facilitating meaningful professional development opportunities tailored for administrators, faculty, librarians, and counselors.
- Ensuring compliance with State of Iowa requirements regarding the professional development of DMACC administrators, faculty, librarians, and counselors.

- Defining and refining appropriate professional competencies aligned with the roles of administrators, faculty, librarians, and counselors.
- Regularly assessing the committee's endeavors and making necessary adjustments to optimize support for the college. This includes establishing clear parameters for review processes and adaptability.
- Advocating for policies that foster professional growth among administrators, faculty, librarians, and counselors, while acknowledging and valuing the unique contributions and perspectives of individuals in these roles.
- Implementing a structured review process for Professional Growth and Development activities or equivalent initiatives, with detailed guidelines on evaluation criteria and feedback mechanisms.
- Establishing protocols for how Professional Growth and Development activities are proposed, evaluated, and integrated into ongoing professional development efforts, ensuring alignment with the college's strategic objectives.

Procedures of the Quality Faculty Plan Committee

The Quality Faculty Plan Committee's bylaws outline the framework and guiding principles governing the committee's activities. These bylaws serve as a foundational document that defines the committee's structure, responsibilities, decision-making processes, and protocols for ensuring effective support of professional development initiatives for administrators, faculty, librarians, and counselors at DMACC.

Committee Composition

The committee shall be composed of the following individuals.

Faculty Members

Per Iowa Code (260C.26), "faculty members shall be appointed by the certified employee organization if one exists and if not, by the college administration." Following this guidance, all faculty representatives on the DMACC Quality Faculty Plan Committee must be appointed or approved by the DMACC Higher Education Association (DMACC-HEA) within the following guidelines:

- Thirteen (13) faculty members
 - Ten (10) members of the committee shall be full-time
 - One (1) member of the committee shall be adjunct faculty. This member will be compensated for their time on this committee per HR Policy.
 - One (1) member of the committee shall be a counselor.

- One (1) member of the committee shall be a librarian.
- A minimum of 1 faculty member should represent the DMACC-HEA if willing to serve
- A minimum of 1 faculty member should represent DMACC College Council if willing to serve
- Equal balance between Career & Technical (CTE) faculty and Liberal Arts & Sciences faculty, as directed by Iowa Code (260C.36) which states, “equally representative of the arts and sciences faculty and the career and technical faculty.” Faculty representation should encompass a diverse range of campuses across the district.
 - 5 CTE from the following Pathways:
 - Agriculture, Animals, and Natural Resources
 - Building Trades and Transportation
 - Engineering and Manufacturing
 - Health Sciences and Fitness
 - Information Technology
 - 5 Liberal Arts & Sciences from the following Pathways:
 - Business
 - Design, Media, and the Arts
 - Education, Communication, and the Humanities
 - Math and Science
 - Public and Community Service

Administrative Staff Members

Per Iowa Code (260C.36), “administrators shall be appointed by the college administration.” Following this guidance, all administrative representatives on the DMACC Quality Faculty Plan Committee must be appointed by the Vice President of Academic Affairs (VPAA) within the following guidelines:

One representative from each group:

- Director of Teaching and Learning (Committee Chair)
- VPAA or designee
- CTE Executive Academic Dean or Associate Dean
- Liberal Arts & Sciences Executive Academic Dean or Associate Dean
- Executive Director of Human Resources or designee

Committee Member Terms

Faculty Member Terms

Faculty terms of service on the committee shall be three (3) years with the following provision.

- In 2024, committee membership transitioned to a term-based system. Terms were staggered by drawing lots, and members were assigned to their respective terms.
- When a faculty member's term of service expires, the DMACC-HEA shall select, appoint, or approve a new member to the committee from the same area (CTE or Liberal Arts & Sciences) as the faculty member leaving the committee. A faculty member may succeed themselves on the committee if approved by the DMACC-HEA.
- Upon a faculty member's term expiration, the Quality Faculty Plan Chair contacts the DMACC-HEA President to request faculty replacements or make recommendations for faculty to serve additional terms, as directed by Iowa Code (260C.36) which states, "The faculty members shall be appointed by the certified employee organization if one exists and if not, by the college administration."
- When a committee member leaves the institution or steps down, the DMACC-HEA will select a new member from the same area (CTE or Liberal Arts & Sciences) as the departing member, following the same process used when a term expires. The new member will complete the remainder of the departing member's term, and term adjustments may be made to maintain the staggered term structure.

Administrative Member Terms

Administrative staff members, except Executive Academic Deans or Associate Deans, serve by virtue of their position and shall remain members of the QFP committee as long as they remain in their position.

- Each Executive Academic Dean or Associate Dean shall serve a three-year term.
- When an Executive Academic Dean or Associate Dean's term expires, the VPAA shall appoint a new designee to the committee.
- An Executive Academic Dean or Associate Dean may succeed him/herself on the committee if approved by the VPAA.

Plan Maintenance Provisions

- Meetings of the committee will be held as needed with a minimum of two meetings per academic year.
- The QFP Committee shall reach consensus on a draft prior to submitting it to the VPAA and DMACC Board of Trustees. If consensus cannot be reached, a simple majority vote will suffice.

- The QFP Committee shall submit proposed plan modifications to the VPAA who will review the plan and forward it to the DMACC Board of Trustees for consideration and approval during a regularly scheduled meeting.
- Upon approval by the DMACC Board of Trustees, the plan will be submitted to the Iowa Department of Education annually.

Organizational Roles and Responsibilities

The Quality Faculty Plan Committee shall be led by a Chair, Vice-Chair, and Secretary.

- The Chair shall be the Director of Teaching and Learning.
- The DMACC Quality Faculty Plan Committee shall elect a Vice-Chair and Secretary.
 - The Vice-Chair shall be a full-time faculty member appointed by a majority vote of the full committee.

The Vice-Chair appointment should align with the state’s requirements for serving on the state’s Community College Faculty Advisory Committee. Thus, the Vice-Chair shall also serve as the DMACC’s representative on the Iowa Department of Education’s Community College Faculty Advisory Committee. The Vice-Chair shall designate an alternate from the QFP committee.
 - The Secretary shall be appointed for a one-year term by a majority vote of the full committee. The Secretary can be either a full-time faculty member or administrator.

Duties of the Committee Leadership

- Duties of the QFP Committee Chair:
 - scheduling and presiding over QFP committee’s meetings
 - maintaining QFP minutes, membership, and other records
 - posting the QFP minutes and records for public access once approved by the QFP committee
 - informing DMACC faculty of updates to the QFP and other relevant information
 - working with the faculty development committees in providing professional development opportunities for faculty
- Duties of the QFP Committee Vice-Chair:
 - presiding over QFP meetings when the Chair cannot be present
 - representing DMACC on the state’s Community College Faculty Advisory Committee

- assisting the QFP Chair as needed
- Duties of the Secretary:
 - recording QFP committee minutes
 - forwarding the minutes to the QFP chair

Quality Faculty Plan Subcommittees

To carry out the responsibilities of the Quality Faculty Plan Committee (QFPC), three subcommittees have been formed. Subcommittee members are appointed on an annual basis by the Quality Faculty Plan Committee. Each subcommittee must include, but is not limited to: the Chair of the QFPC, one faculty member, and one member of administration. These subcommittees and their respective responsibilities are as follows:

Onboarding and Orientation Subcommittee

The Onboarding and Orientation of New Faculty Members Subcommittee, under the direction of the QFPC, is tasked with the following responsibilities:

- Gather feedback and recommend revisions to the QFPC regarding onboarding and orientation programming for new full-time faculty annually during their probationary period.
- Gather feedback and recommend revisions to the QFPC regarding onboarding and orientation programming for new adjunct faculty.
- Consult with Executive Academic Deans and Supervisors regarding onboarding and orientation needs for their department or discipline and make recommendations to the QFPC.

Professional Development Subcommittee

The Professional Development Subcommittee, under the direction of the QFPC, is tasked with the following responsibilities:

- Monitor and revise the approved Professional Growth and Development activities as needed.
- Support the Director of Teaching and Learning in the documentation of Professional Growth and Development in the LMS.

Credentialing and Compliance Subcommittee

The Credentialing and Compliance Subcommittee, under the direction of the QFPC, is tasked with the following responsibilities:

- Evaluating and taking action on new requests for Professional Growth and Development activities.
- Reviewing the DMACC Quality Faculty Plan and proposing revisions to the QFPC for consideration.
- Addressing inquiries from the QFPC and the college community regarding the interpretation of the DMACC Quality Faculty Plan.
- Monitoring and advising the QFPC on matters concerning compliance with the DMACC Quality Faculty Plan.
- Reviewing and updating the DMACC Quality Faculty Plan sections pertaining to faculty competencies.
- Offering input to the College regarding the faculty evaluation process.

Record Keeping

In compliance with Iowa Administrative Code 260C.36, the subsequent policies and procedures concerning record-keeping must be met.

This office of the Director of Teaching and Learning or their designee shall maintain DMACC's Quality Faculty Plan to guarantee inclusion and adherence to the following Iowa Administrative Code Provisions:

- Establishing procedures for accurate record-keeping and documentation to monitor the plan effectively.
- Implementing consortium arrangements where appropriate, cost-effective, and mutually beneficial.
- Defining specific activities to ensure faculty achieve and demonstrate instructional competencies and subject or technical knowledge.
- Developing procedures for the collection and maintenance of records demonstrating each faculty member's attainment or progress towards minimal competencies.
- Ensuring compliance with the faculty accreditation standards of the North Central Association of Colleges and Schools and specific program requirements as defined by other accrediting agencies offered by the community college.

Faculty Status Definitions

Probationary Status

HR3215 (Probationary Period) defines faculty probationary status as a three-year duration commencing from the hire date. Faculty members at DMACC encompass instructors, counselors, and librarians. Faculty who have effectively completed a prior probationary period with another accredited Iowa college shall serve only a one-year probationary period.

Full Status

HR427 (Faculty Qualifications and Role) defines faculty as individuals with continuing contracts who deliver instruction at the College. Faculty members at DMACC encompass instructors, counselors, and librarians. Successful completion of the probationary period is a prerequisite for full-time faculty status.

Adjunct Status

HR3112 (Adjunct, Temporary, and Student Employment Restrictions) defines an adjunct instructor as a part-time faculty member whose employment is contingent upon the institution's need for services. Adjunct employees are engaged on a semester-by-semester basis and are subject to limitations on their workload. Specifically, adjunct instructors may not exceed a load of more than 8 Equivalent Credit Hours (ECHs) during both the Fall and Spring terms of an academic year. Their total workload across Summer, Fall, and Spring terms is capped at a maximum of 30 ECHs.

Concurrent Enrollment Status

Non-contracted faculty employed by and teaching in area high schools. Concurrent faculty teach DMACC classes to high school students who receive both high school and DMACC credits.

Faculty Competencies

Ongoing professional learning and development is essential for faculty members at DMACC, as it plays a pivotal role in their growth and effectiveness. By actively engaging in professional development opportunities, scholarly pursuits, and collaborative initiatives, faculty members stay current on evolving educational practices and technologies. This approach ensures that they can adapt to the diverse needs of students and contribute meaningfully to the academic community.

Instructional Practice

Instructional practice serves as the foundation for effective teaching and student learning. In this category, faculty focus on pedagogy to create learning environments that empower students to succeed academically and beyond the classroom.

- Design learning opportunities through which students engage field knowledge and methodologies
- Design learning opportunities that support the development of skills and attitudes transferable to other courses, programs, and professional fields
- Implement varied instructional strategies that appeal to students' diverse needs, knowledge, and experiences
- Engage students in independent and collaborative learning activities that enable the construction of knowledge and its practical application
- Provide students with timely, meaningful feedback on their learning and measure achievement of learning outcomes
- Integrate technology to increase access and optimize the student learning experience
- Create and maintain a learning environment that welcomes students of all backgrounds and abilities
- Create activities and materials that are accessible by and relevant to DMACC's diverse student body

Service to the College

Service to the college emphasizes a commitment to the mission and vision of DMACC. In this category, faculty serve to support students, colleagues, and leadership within the college.

- Participate actively in departmental and college committees, commissions, and initiatives
- Engage collaboratively in the college-wide effort to build a shared vision and supportive culture
- Contribute to the knowledge, skills, and abilities of colleagues to advance professional practice
- Collaborate with students to promote career development and long-term achievement
- Connect students' strengths, interests, and needs to college networks of support
- Meet the expectations of the profession, including codes of ethics and relevant college policies and procedures

Professional Engagement

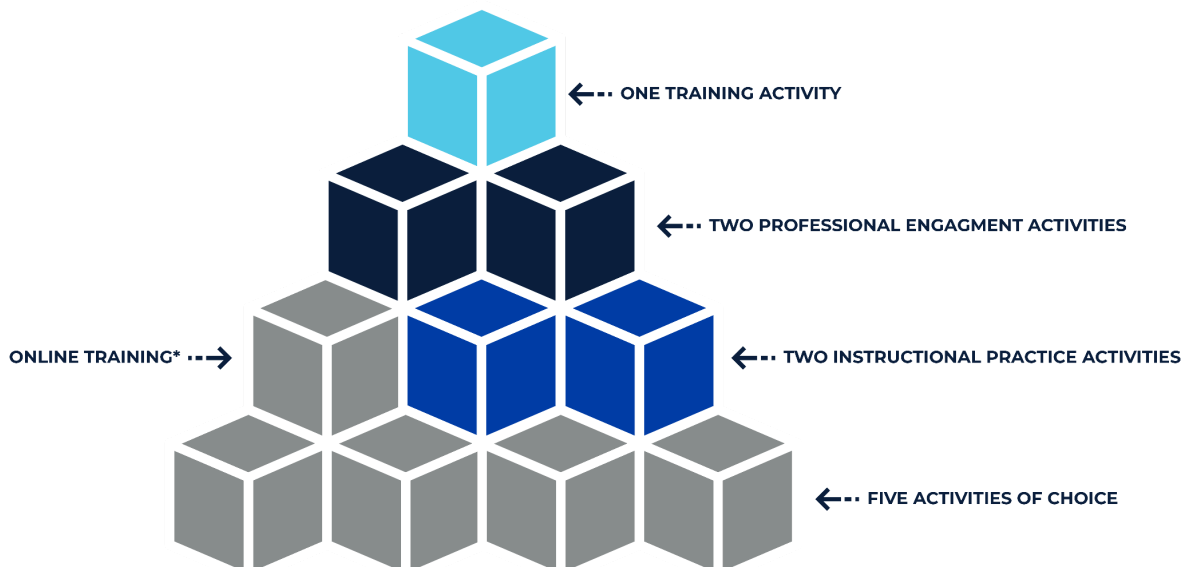
Professional engagement cultivates a culture of ongoing learning and a commitment to evolving disciplinary knowledge. In this category, faculty pursue professional development, scholarly pursuits, and collaborative initiatives that enhance the mission and vision of DMACC both within and outside of the college.

- Engage in professional opportunities to learn, contribute to, and apply new developments in content and pedagogy
- Build institutional, program, and personal connections to the wider civic and professional community
- Draw on professional knowledge and experience to help students navigate the expectations of their future fields
- Establish professional goals and pursue opportunities to achieve them

Load Procedure Guidance as it Relates to the QFP

The College has established guidelines regarding the time faculty members should dedicate to activities outlined in the Quality Faculty Plan (QFP). As per the Load Procedure, faculty are expected to allocate five (5) hours per week to engage in activities associated with the Faculty Competencies detailed in the QFP. Some of these tasks are integrated into the daily responsibilities of faculty members, while others serve as avenues for continuous professional development.

The Quality Faculty Plan has four categories for professional growth and development guided by the Faculty Competencies: Instructional Strategies, Training, Professional Growth and Development, and Service to the College. Each full-time instructor will distribute 10 non-instructional “activities” (formerly known as Teaching Improvement Units or TIUs) in these categories annually: two in Instructional Practices, two in Professional Growth and Development and one in Training. The five remaining activities can be distributed across the three categories in consultation with the faculty member’s supervisor. The activities in Service to the College (formerly known as Institution Building) are designated for traditional non-instructional activities for the college (committees, club advising, etc.).



* Required if you teach a course with an Online component

Procedures and Guidelines for Full-Time Faculty Professional Development

Following Iowa Code 260C.36, community colleges are mandated to establish systemic, ongoing, and sustainable professional development opportunities for all full-time faculty. These initiatives are designed to bolster institutional and individual growth, reinforcing the Quality Faculty Plan.

DMACC believes in the importance of continuous professional learning for our faculty, which involves acquiring knowledge, skills, and attitudes relevant to their work. We recognize that there are many avenues available for continuous learning and improvement including formal and informal opportunities to engage with new ideas and practices. While these opportunities are numerous and varied, they possess the following features:

- **Content Focus**
Emphasizing professional learning activities centered on subject matter content and effective pedagogical approaches for teaching that content to students.
- **Active Learning**
Providing opportunities for faculty to participate actively in learning experiences that encourage hands-on engagement and application of new knowledge and skills.
- **Coherence**
Ensuring alignment between professional development activities, overarching institutional and state goals, and established disciplinary knowledge within faculty members' areas of expertise.
- **Duration**
Recognizing that meaningful intellectual and pedagogical changes require sustained investment, professional development activities are structured to span sufficient time intervals and encompass a recommended minimum of 20 hours per year.
- **Collective Participation**
Encouraging collaborative engagement in professional learning activities among faculty members, both within disciplinary contexts and within peer communities, fostering an interactive and supportive learning environment.

Orientation for New Full-Time Teaching Faculty

New full-time faculty are required to complete a comprehensive orientation program to ensure they are equipped with the necessary resources, support, and understanding of our institution's policies and procedures.

This orientation comprises five primary components:

- A course that includes a series of modules introducing new full-time instructors to faculty and student support services, as well as the policies and procedures.
- Attendance at a comprehensive orientation hosted jointly by Human Resources and the Center for Teaching and Learning. This orientation encompasses an introduction to the college as well as other essential topics pertinent to their role and responsibilities.
- Completion of the required DMACC Instructor Training module related to the College' LMS. This training must be completed prior to the first day of the semester.
- Completion of mandatory training as determined by the College.
- Completion of a New Faculty Institute designed for their role at the college (e.g.: faculty instructor, librarian, or counselor) during their first three years of employment with DMACC as implemented by the Center for Teaching and Learning or their designee.

Ongoing Professional Growth and Development

At DMACC, we are dedicated to fostering a culture of continuous growth and development among our faculty members. As part of this commitment, faculty are encouraged to actively engage in ongoing professional development activities tailored to their individual needs and career aspirations.

To facilitate this process, each faculty member will be tasked with crafting a personalized Professional Growth and Development Plan aligned with their goals and suggested areas for improvement, integrated into their three-year evaluation cycle. This ensures that professional growth remains a priority throughout their tenure at the college.

Procedures and Guidelines for Online Full-Time Faculty Professional Development

DMACC believes in the importance of quality online education and continuous professional learning for our instructors. This involves acquiring knowledge and skills relevant to online instruction. All new full-time and adjunct faculty must complete an online orientation to teach any course using DMACC's Learning Management System (LMS). Additionally, full-time faculty who wish to teach a course with a Banner designation of "Online" (i.e., Online, Real Time Virtual, WebBlend: Face to Face & Online, WebBlend: Virtual & Online) must complete Ongoing Professional Growth and Development each academic year.

Online Full-Time Faculty Orientation

Prior to or during their first semester teaching an Online-designated course at DMACC, full-time faculty are required to complete the following professional development to ensure they are

equipped with the necessary resources, support, and understanding to teach in an online environment using the college's LMS:

- Completion of a required DMACC workshop, seminar, or training introducing online instructors to best practices in online instruction and the basic virtual tools used by faculty and students across the college.

This requirement must be completed within the faculty member's first semester teaching an Online-designated course. Failure to complete this mandatory training within the stipulated time frame may result in the faculty member being ineligible to teach online in subsequent semesters until the requirement is met.

Ongoing Professional Growth and Development for Online Full-Time Faculty

DMACC recognizes the importance of continuous professional development for full-time faculty teaching in an online environment to maintain high-quality teaching standards. To ensure ongoing growth and engagement, faculty designated in Banner as teaching a course with an Online component are required to complete one of the following activities within the academic year they are teaching a Banner designated course:

- A workshop, seminar, or training addressing best practices in online teaching (pedagogy), including but not limited to: facilitating learning, creating assignments and assessments, designing effective group work, etc.
- A workshop, seminar, or training addressing media and tools commonly used in the online classroom
- A workshop, seminar, or training addressing best practices of course design for online teaching
- A workshop, seminar, or training addressing digital accessibility practices

Failure to complete mandatory training within the stipulated time frame may result in the faculty member being ineligible to teach online in subsequent semesters until the requirement is met.

Required coursework is developed by the Executive Dean of Distance Learning or their designee.

Professional Growth and Development Plan Guidelines and Requirements for Full-Time Faculty

DMACC is dedicated to fostering excellence in teaching through structured professional development. This section outlines key policies and guidelines to support faculty members in their ongoing professional growth and development.

- **Mandatory Participation**

All faculty members are required to actively engage in professional development (PD) activities throughout their tenure at the institution.

- **Unit Accrual**

Faculty members must accumulate a minimum of 10 activities each academic calendar year for a total of 30 activities in a 3-year term. These activities must be distributed across three competency areas: Instructional Practice, Training, and Professional Engagement.¹

- **Goal-Setting and Planning for Professional Growth and Development**

Each faculty member will complete an individualized Professional Growth and Development Plan (starting the semester following their evaluation). This plan should outline specific goals and objectives for their professional growth. This plan will be continuously updated and refined to reflect evolving needs and aspirations. The plan will be shared with their supervisor during their evaluation.

- **Three-Year Term**

The Professional Growth and Development Plan will span a three-year term, aligned with the faculty member's evaluation cycle. During this 3-year period, faculty members are expected to accrue a total of 30 activities (10 activities per academic year).

- **Plan Review and Approval**

Each faculty member will submit their Professional Growth and Development Plan to their supervisor for review and approval annually. This approval will be based on the guidelines outlined in the Quality Faculty Plan, ensuring alignment with institutional priorities and objectives and the Faculty Competencies. At the end of their 3-year term, both the supervisor and faculty member will review and sign the plan. The faculty member will then submit the signed plan in the designated location on the College's LMS for final review and approval by the Director of Teaching and Learning. The approved plan will be submitted no later than the last day of the faculty contract in either the fall or spring semester (December or May, respectively) in the year of their evaluation.

Additionally, faculty members may utilize their Professional Growth and Development Plan as a reference during conversations with their supervisor during evaluation meetings, facilitating discussions on progress, goals, and areas for further development.

As described in HR427 and HR3207 policies, faculty have learning obligations that are specified in the QFP. This is a DMACC requirement, therefore, faculty who fail to meet the requirements for orientation and continuing professional learning may result in discipline, up to and including termination.

A sample of the Professional Growth and Development Plan can be found in the appendix.

¹ Activities related to Service to the College (formerly, Institution Building) are not considered part of the Professional Growth and Development Plan and are documented separately in the LMS.

Professional Growth and Development Plan Activity Guidelines

Engagement in professional development not only strengthens teaching effectiveness and contributes to institutional goals but also empowers faculty members to advance their careers and stay abreast of emerging trends and best practices in higher education. To this end, emphasizing that activities included in the Professional Growth Development Plan are not tied to hours of participation is essential, underscoring the significance of professional growth and learning outcomes over mere attendance. This approach ensures that faculty members are encouraged to pursue meaningful and impactful professional development experiences that align with their individual interests and professional goals.

In the following sections, the QFP Committee provides guidance on activities eligible for inclusion in the Professional Growth Development Plan, as well as those inherent to faculty duties that do not qualify for inclusion in the plan.

Activities not eligible for inclusion in the Professional Growth and Development Plan

The QFP Committee recognizes that some professional learning can and should be implicit. By implicit learning, the QFP Committee means “informal” or “incidental” learning that occurs during the normal course of an instructor’s role as a faculty member. While these implicit learning opportunities are important for professional growth and development, they are not considered eligible as they are embedded in teaching duties and conversations throughout the contract year.

This includes such activities as:

- Faculty, campus, or pathway meetings
- Revising course competencies or assessments for courses you teach
- Reviewing content and materials to enhance course offerings
- Conversations with students regarding academic and career paths
- Tutoring students
- Participating in Faculty Development Day or In-Service Day
- Completing mandatory or required training as designated by the college (e.g., Mandatory Reporter, Blood Borne Pathogens, etc.).

Some mandatory training *required to teach in a discipline* is eligible for inclusion in the Professional Growth and Development Plan. Faculty should discuss these specific instances with their supervisor. If mandatory training required in a discipline is approved by the supervisor, it falls into the Professional Growth and Engagement category.

Required Professional Development Activities

To maintain a well-rounded approach to professional growth, *faculty members are expected to accumulate 10 activities per academic calendar year, totaling 30 activities over three years.* Two

activities must be included each year in the Instructional Practice and Professional Growth and Engagement categories, and one activity in the Training category. The remaining 5 activities can be distributed across the three categories at the faculty member's discretion.

Activities do not "rollover" from year to year or from term to term. Faculty must accrue 10 activities per academic calendar year, totaling 30 activities over three years.

- **Instructional Practice** (at least 2 of the total activities required per year)
Activities focused on improving pedagogical techniques, assessment strategies, and student engagement.
- **Training** (at least 1 of the total activities required per year)
Activities aimed at enhancing institutional effectiveness, fostering a positive learning environment, and contributing to college-wide initiatives.
- **Professional Growth and Engagement** (at least 2 of the total activities required per year)
Activities designed to promote professional growth, networking, and staying abreast of current trends and research in the field.

Questions about and final approval of activities in the above categories should be directed to the following individuals:

- **Instructional Practice**
The Director for Teaching and Learning is responsible for review and approval of activities associated with this competency.
- **Training**
The faculty member's supervisor is responsible for review and approval of activities associated with this competency.
- **Professional Growth and Engagement**
The faculty member's supervisor is responsible for review and approval of activities associated with this competency.

Full-Time Faculty Professional Growth and Development Plan Timeline

Faculty are required to complete a Professional Growth and Development Plan the first semester following their 3-year evaluation and annually thereafter. It is advisable for faculty to include professional growth activities related to feedback received during their evaluation into this plan. The objective of the plan is to align intentional professional development activities with faculty goals and identified areas for improvement. While the plan should undergo annual updates, review, and submission of the plan is conducted during the semester of the faculty member's evaluation (once every 3 years).

Year 1 (following evaluation)

- Faculty are encouraged to review feedback provided during their evaluation and set a minimum of three goals that correspond to the Faculty Competency areas: Instructional Practice, Training, and Professional Engagement.
- Each goal should be aligned with relevant professional development activities outlined in the plan.
- The plan should be submitted in the designated location in the College's LMS for review and feedback by their supervisor. The faculty member and their supervisor are responsible for establishing suitable goals and professional development activities.
- Faculty must complete 10 activities in Year 1 following the guidelines outlined in the QFP.
- At the end of the contract year, faculty should review, update, and include evidence (as needed) for activities completed in their plan.

Year 2

- Faculty must complete 10 activities in Year 2 following the guidelines outlined in the QFP.
- Faculty must review, update, and include evidence (as needed) for activities completed in their plan during Year 1 and make any necessary changes to their plan for Year 2. The plan should be submitted in the designated location in the College's LMS for review and feedback by their supervisor. The Faculty member and their supervisor are responsible for establishing suitable goals and professional development activities.

Year 3

- Faculty must complete 10 activities in Year 3 following the guidelines outlined in the QFP.
- To prepare for their upcoming evaluation, faculty should review and revise their Professional Growth and Development Plan, incorporating any professional development activities completed during their 3-year term. They should also gather any necessary documentation required by their supervisor to serve as supporting evidence of these completed activities (as needed).
- During the evaluation meeting, faculty will submit their finalized Professional Growth and Development Plan for review and approval. Supervisors will assess the Plan and provide constructive feedback. Both the faculty member and supervisor must sign the completed and approved plan.
- Upon receiving approval, faculty are required to submit the signed plan to the designated location in the college's Learning Management System (LMS) for final review and approval. This final review is to ensure that the document is completed in full and signed by both the faculty member and their supervisor.

Approved Activities for the Instructional Practices Category

All activities undertaken in the instructional practices category *must directly relate to pedagogy* and contribute to the enhancement of teaching effectiveness and student learning outcomes.

Pedagogy is defined as the combination of teaching methods (what instructors do), learning activities (what instructors ask their students to do), and learning assessments (the assignments, projects, or tasks that measure student learning).

Questions regarding approved activities in this competency should be directed to the Director of Teaching and Learning.

For activities that address both disciplinary content *and* pedagogy, faculty must pick **one** competency category and cannot use the activity in both areas. If faculty select the Instructional Practices category, it is recommended they seek guidance from the Director of Teaching and Learning.

As previously stated in the QFP, to ensure ongoing growth and engagement, faculty designated in Banner as teaching a course with an Online component are required to complete **one** activity as designated by the Online Learning Department (see the College's LMS for further details of eligible activities).

As described in the QFP, activities are not tied to hours of participation. Each activity below is counted as one (1) unit.

Approved activities in this category include:

- Workshops, Seminars, Colloquiums, and Learning Communities hosted by DMACC's Center for Teaching and Learning or Online Learning
- Conferences hosted by national or state organizations
- Workshops or seminars hosted by organizations, companies, publishers, independent agencies, or consultants
- College, graduate, or continuing education coursework related to pedagogy taken for credit
- Professional reading related to pedagogy:
 - Professional reading of a book or textbook. A citation should be included as evidence in the Professional Growth and Development Plan.
 - Professional reading of at least five (5) articles from a scholarly journal. Citations for each article should be included as evidence in the Professional Growth Development Plan.
- Professional publication related to pedagogy published in a professional journal or professional newsletter. A citation and/or link to the publication should be included as

evidence in the Professional Growth Development Plan.

- Presentation related to pedagogy at an organizational, local, state, or national conference. Documentation and description of your presentation should be included as evidence in the Professional Growth and Development Plan.

Approved Activities for the Training Category

All activities undertaken in the Training category must directly contribute to enhancing institutional effectiveness, fostering a positive learning environment, and contributing to college-wide initiatives.

Questions regarding approved activities in this competency should be directed to your Executive Academic Dean and/or supervisor.

As described in the QFP, activities are not tied to hours of participation. Each activity below is counted as one (1) unit.

Activities in the Training category include, but are not limited to the following topics. Topics not included here should be discussed with the faculty member's supervisor prior to inclusion in the Professional Growth and Development Plan:

- Productivity related tools (e.g., Microsoft Office Suite, Adobe Suite, Teams, Zoom, etc.)
- Design thinking or innovation related topics
- Leadership development related topics
- Mental health related topics
- Equity and inclusion related topics
- DMACC library book clubs or College One Read

Approved activities in this category include:

- Workshops, Seminars, Colloquiums, and Learning Communities hosted by DMACC's Center for Teaching and Learning related to topics other than pedagogy.
- Workshops or seminars hosted by organizations, companies, publishers, independent agencies, or consultants related to topics listed above
- Professional reading related to topics such as:
 - Professional reading of a book or textbook. A citation should be included as evidence in the Professional Growth Development Plan.
 - Professional reading of at least five (5) articles from a scholarly journal. Citations for

each article should be included as evidence in the Professional Growth Development Plan.

Approved Activities for the Professional Engagement Category

All activities undertaken in the Professional Engagement category must directly contribute to the enrichment of professional growth, networking, and staying abreast of current trends and research in the field, thereby fostering a dynamic and innovative academic environment. Questions regarding approved activities in this competency should be directed to your Executive Academic Dean and/or supervisor.

For activities that address both disciplinary content *and* pedagogy, faculty must pick ***one*** competency category and cannot use the activity in both areas.

As described in the QFP, activities are not tied to hours of participation. Each activity below is counted as one (1) unit.

Approved activities in this category include:

- Conferences hosted by national or state organizations
- Workshops or seminars hosted by organizations, companies, publishers, independent agencies, or consultants
- College, graduate, or continuing education coursework related to discipline area taken for credit
- Professional reading related to discipline area
 - Professional reading of a book or textbook. A citation should be included as evidence in the Professional Growth Development Plan
 - Professional reading of at least five (5) articles in a scholarly journal. Citations for each article should be included as evidence in the Professional Growth Development Plan
- Professional publication within a disciplinary field published in a professional journal or professional newsletter. A citation and/or link for the publication should be included as evidence in the Professional Growth and Development Plan
- Publication of a manuscript, book, textbook, text/book chapter within a disciplinary field. A citation and/or link for the publication should be included as evidence in the Professional Growth and Development Plan
- Authoring of a course or lab manual for student use that accompanies a course textbook
- Presentation related to discipline at an organizational, local, state, or national conference. Documentation and description of your presentation should be included as evidence in the

Professional Growth and Development Plan

- Licensure or certification renewal courses, workshops, seminars, or trainings
- Occupational training or work experience that have been approved by HR as a Staff Development Unit (SDU) or approved by a supervisor.

Requesting Additions to the Approved Activities

The QFP Committee acknowledges that professional learning is continually evolving, with new methods, activities, and topics emerging regularly. Therefore, the approved activity list is considered a "living" document. Faculty members are encouraged to submit requests for additional activities to be included on the list, helping DMACC stay up-to-date with the latest techniques and knowledge. This approach also ensures transparency and equity for all faculty. The process for requesting and approving or denying activities is as follows:

1. *Submission of Request*

Faculty submit a request for a new professional learning activity to be approved by the Quality Faculty Plan (QFP) before engaging in the activity. The request must include detailed information about the activity, including its purpose, alignment with institutional goals, expected outcomes, and any necessary resources.

2. *Preliminary Review by Subcommittee*

The subcommittee conducts an initial review to ensure the request contains all required information. If any details are missing, the subcommittee will contact the requestor for clarification or additional input.

3. *Evaluation and Recommendation by Subcommittee*

Once the request is deemed complete, the subcommittee evaluates it based on predefined criteria such as its relevance to faculty development, potential impact on teaching and learning, and alignment with strategic institutional goals. After this assessment, the subcommittee makes an initial recommendation, which could be to approve, approve with modifications, or reject the request.

4. *Full QFP Committee Review*

The subcommittee presents its recommendation to the full QFP Committee for further discussion. The committee considers the subcommittee's recommendation and may propose additional changes or approve it as is.

5. *Supervisors and Executive Academic Deans Review*

Once the QFP Committee reaches a consensus, the recommendation is forwarded to the appropriate supervisors and Executive Academic Deans (EADs) for further review. They evaluate the recommendation based on department and college-level needs, resource allocation, and potential benefits to faculty and students. Supervisors and EADs may either endorse the recommendation, suggest modifications, or raise concerns for reconsideration by the committee. Feedback from this step is incorporated into the final recommendation.

6. *Forwarding to the VPAA for Review*

After review and input from supervisors and EADs, the updated recommendation, along with supporting documentation, is forwarded to the Vice President of Academic Affairs (VPAA) for review. The VPAA evaluates the recommendation based on the institution's broader strategic priorities and available resources. The VPAA may either endorse the recommendation, suggest modifications, or raise concerns for reconsideration by the committee. Feedback from this step is incorporated into the final recommendation.

7. *Communication of the Decision*

The EADs and the VPAA or their designee's recommendations are communicated back to the QFP Committee. The committee reviews comments and either approves or modifies the request. If the request is approved, the subcommittee informs the requester of the outcome and the professional learning activity is added to the Quality Faculty Plan. If the request requires revisions, the process is returned to the subcommittee for revision before moving through the process again beginning at step 4. If the request is rejected by the committee, the EADs, and the VPAA, feedback is provided to the requestor with options for potential revision and resubmission.

Procedures and Guidelines for Adjunct Faculty Professional Development

DMACC values our adjunct faculty members for their indispensable contributions to our educational community. Adjuncts bring unique expertise, perspectives, and dedication to our classrooms, enriching the learning experiences of our students. We also appreciate the flexibility inherent in the adjunct role, which benefits both the college and the individual. This flexibility enables adjuncts to contribute their expertise while accommodating their professional and personal commitments outside of academia, as well as accommodating the varying scheduling needs of our students.

Orientation for New Adjuncts

New adjuncts are required to complete a comprehensive orientation program to ensure they are equipped with the necessary resources, support, and understanding of our institution's policies and procedures.

This orientation comprises four primary components:

- An asynchronous course that includes a series of modules introducing new adjuncts to faculty and student support services, as well as the policies and procedures guiding our community.

- Attendance at a 1-hour virtual Q&A session aligned to the asynchronous course within the first three weeks of their contract start date.
- Completion of the required DMACC Instructor Training module related to the College' LMS. This training must be completed prior to the first day of the semester.
- Completion of mandatory training as determined by Human Resources and/or institution or state policies.

Failure to complete mandatory training and/or attend orientation within the stipulated time frame may result in the adjunct faculty member being ineligible to teach in subsequent semesters until the requirement is met.

Concurrent faculty that are also hired as an adjunct faculty member are not exempt from the orientation and must complete the orientation components.

Orientation may be waived for Adjunct instructors who meet one of the following criteria:

- Previously employed by DMACC as an Adjunct Instructor for at least four consecutive semesters, excluding summer sessions.
- Formerly employed by DMACC as a full-time instructor within the last three years.

Ongoing Professional Growth and Development for Adjuncts

DMACC recognizes the importance of continuous professional development for adjunct faculty to maintain high-quality teaching standards and contribute effectively to our educational community. To ensure ongoing growth and engagement, adjunct faculty are required to complete one of the following activities:

- Working directly in their disciplinary field of study at least 20 hours per week. Verification can include but is not limited to a pay stub or a letter confirming employment.
- Participation in a discipline-specific conference, seminar, workshop, or training hosted by a national, state, or professional organization. Verification must include an agenda indicating the date and time of the event, the content covered, and verification of attendance.

The Center for Teaching and Learning offers various opportunities for professional development throughout the academic year and adjuncts are eligible to participate.

Verification of Ongoing Professional Growth and Development

All adjunct faculty are required to verify their ongoing professional growth and development once during odd-numbered calendar years. Adjunct faculty are required to submit verification following the above criteria no later than 4 weeks after the beginning of the semester.

Verification will be hosted via the college's Learning Management System.

Verification will be reviewed and approved by the adjunct's Associate Dean or their designee. Failure to comply within the stipulated time frame may result in the adjunct faculty member being ineligible to teach in current and subsequent semesters until the requirement is met.

Procedures and Guidelines for Concurrent Enrollment Faculty Professional Development

In addition to obtaining HLC accreditation, DMACC's Career Advantage concurrent enrollment program must also be accredited by "The National Alliance for Concurrent Enrollment Partnerships" (NACEP, www.nacep.org), as mandated by the Iowa Department of Education. According to NACEP Faculty Standard (F3) and Iowa Statute 281 22.4, faculty involved in the Career Advantage concurrent enrollment program are obligated to engage in annual professional development pertinent to their teaching discipline.

Orientation for New Concurrent Enrollment Faculty

New concurrent enrollment faculty are required to complete a comprehensive orientation program to ensure they are equipped with the necessary resources, support, and understanding of our institution's policies and procedures.

This orientation comprises two primary components:

- Attend a 30-minute virtual orientation hosted by Career Advantage to discuss topics including, but not limited to: course competencies and syllabi, National Alliance for Concurrent Enrollment Partnerships (NACEP) requirements, registration of students, and utilization of DMACC's Student Information System (Banner).
- Attend a 30-minute virtual orientation facilitated by DMACC Faculty Liaison staff to review topics including, but not limited to: course-specifics, approved textbook(s) and materials, grading scales, assessment methods, district-wide assessment practices, and required activities.

Failure to attend orientation within the stipulated time frame may result in the concurrent enrollment faculty member being ineligible to teach in subsequent semesters until the requirement is met.

Ongoing Professional Growth and Development for Concurrent Enrollment Faculty

DMACC recognizes the importance of continuous professional development for concurrent enrollment faculty to maintain high-quality teaching standards and contribute effectively to our educational community. These policies and practices are aligned with NACEP requirements. To ensure ongoing growth and engagement, concurrent enrollment faculty are required to complete one of the following activities:

- Participation in DMACC Concurrent Enrollment Faculty Workshop. Concurrent enrollment faculty will be paid the hourly rate indicated in HR Policy 3430 for their participation in this workshop.
- Participation in a college-level, discipline-specific conference, seminar, workshop, or training hosted by a national, state, or professional organization. Verification must include an agenda indicating the date and time of the event, the content covered, and verification of attendance.

Attendance at professional development events is required. If conflicts do not allow attendance and a pattern of absence is noted, the concurrent enrollment instructor will be asked to meet with the Director of Career Advantage to discuss and make a plan going forward. Failure to comply could result in decertification.

Verification of Ongoing Professional Growth and Development for Concurrent Enrollment Faculty

Following NACEP guidelines, all concurrent enrollment faculty are required to certify their ongoing professional growth and development annually. Adjunct faculty are required to submit verification following the above criteria no later than 4 weeks after the beginning of the academic year for the previous year's activities.

Verification will be hosted via the college's Learning Management System.

Verification will be reviewed and approved by the NACEP Coordinator or their designee. Failure to comply within the stipulated time frame may result in the concurrent enrollment faculty member being ineligible to teach in subsequent semesters until the requirement is met.

If instructors are unable or unwilling to show that they meet the expectations after having the opportunity to improve, high school administrators will be contacted and instructors will be dismissed from their duties and not considered for future concurrent enrollment opportunities.

Consortium Arrangements

DMACC historically partners with Area Education Agencies, Regents institutions and four-year colleges to provide faculty development opportunities. Establishing consortium arrangements will continue where appropriate, cost-effective, and mutually beneficial.

Compliance with Faculty Accreditation Standards

DMACC will comply with the faculty accreditation standards of the Higher Learning Commission (HLC) and standards required under specific programs DMACC offers that are accredited by other agencies.

QUALITY FACULTY PLAN

DMACC Board of Trustees Summary Report, July 2026

CONTEXT

The DMACC Quality Faculty Plan (QFP) continues to fulfill the legislative mandate outlined in Iowa Code, which requires community colleges to ensure instructional quality. The QFP establishes a comprehensive and equitable system to support the onboarding and continuous professional development of full-time and adjunct faculty, librarians, counselors, and concurrent enrollment instructors. Annually updated and approved by the Board of Directors, the QFP remains aligned with accreditation standards established by the Higher Learning Commission and the U.S. Department of Education.

2026 | 2027 QUALITY FACULTY PLAN REVISION SUMMARY

The 26|27 QFP reflects a year focused on implementation, refinement, and operational alignment following the major structural revisions introduced in the 24|25 and 25|26 academic years. During the 25|26 academic year, the QFP Committee continued to evaluate processes, documentation practices, and faculty support structures to ensure consistency and long-term sustainability across the College.

This year's revisions are intentionally modest and primarily centered on clarifying existing processes, improving faculty guidance, and strengthening alignment between the QFP, the Center for Teaching and Learning (CTL), and DMACC's EDGE (Employee Development, Growth, and Engagement) professional learning platform. Additional emphasis has been placed on streamlining faculty documentation practices, improving onboarding support, and ensuring greater consistency in the review and approval of professional learning activities.

Collectively, these refinements support DMACC's ongoing commitment to instructional excellence, equitable faculty support, and continuous improvement.

KEY REVISIONS

The QFP Committee convened regularly throughout the 25|26 academic year to review implementation progress and identify areas for improvement. The following updates and areas of focus were approved:

Committee Operations and Continuity

- The committee continued implementation of the staggered membership model introduced in the previous academic year to preserve institutional knowledge and ensure continuity of operations.
- The faculty/administrator co-chair structure remained in place and continued to support shared governance and collaborative decision-making.
- Subcommittee responsibilities and workflows were further clarified to improve efficiency and reduce duplication of effort.

Documentation and Professional Learning Processes

- Additional guidance and examples were incorporated into QFP documentation materials to support faculty in identifying, documenting, and reflecting on professional learning activities.

- The committee continued refining expectations related to evidence submission and documentation within the Canvas-based QFP shell and EDGE platform.
- In-house professional learning opportunities offered through EDGE continued to be emphasized as a streamlined option for faculty documentation and transcript tracking.

Orientation and Faculty Support

- The Orientation and Onboarding Subcommittee continued evaluating and refining the asynchronous New Faculty Toolkit to improve the onboarding experience for both full-time and adjunct faculty.
- Additional efforts were made to improve communication and coordination between Human Resources, the Center for Teaching and Learning, academic leadership, and Online Learning during faculty onboarding.

Professional Learning and EDGE Expansion

- The Professional Learning Subcommittee continued collaborating with the CTL and Online Learning to refine the EDGE Catalog experience and improve the organization and tagging of professional learning opportunities.
- EDGE usage expanded across the institution, with additional departments utilizing the platform to support employee learning, compliance training, and professional development.

QFP IMPLEMENTATION

Implementation of the revised QFP structure continued during the 25|26 academic year through the phased faculty evaluation cycle.

- Group 1 faculty completed the first full cycle using the revised Canvas-based QFP system. Feedback from participants informed minor adjustments to workflows, guidance materials, and documentation practices.
- Group 2 and 3 faculty were onboarded into the revised system during Fall 2025.

The phased implementation model has allowed the College to refine processes incrementally while providing targeted support to faculty and supervisors throughout the transition.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Throughout the 25|26 academic year, the CTL, Online Learning, and additional campus partners continued expanding professional learning opportunities through EDGE.

EDGE remains a centralized professional learning platform that integrates session registration, instructional materials, compliance documentation, and professional learning transcripts within a single Canvas-based environment.

Professional learning opportunities continued to focus on instructional effectiveness, student engagement, assessment practices, accessibility, artificial intelligence, inclusive pedagogy, and technology integration. In addition to CTL programming, Human Resources and other institutional units expanded their use of EDGE to support employee training and communication.

CENTER FOR TEACHING & LEARNING HIGHLIGHTS

- CTL continued offering a broad range of professional learning opportunities for both full-time and adjunct faculty across multiple instructional modalities.

- Faculty-led sessions remained a significant component of CTL programming, allowing DMACC faculty experts to share instructional practices and discipline-specific expertise with colleagues.
- Participation in professional learning opportunities remained strong throughout the academic year, reflecting continued faculty engagement in teaching and learning initiatives.
- Faculty feedback continued to demonstrate high levels of satisfaction with the relevance, quality, and applicability of CTL programming.
- The College continued integrating professional learning, onboarding, and compliance processes through EDGE, supporting a more unified and accessible employee learning experience.

LOOKING AHEAD

During the 26|27 academic year, the QFP Committee, CTL, and campus partners will continue focusing on full implementation of the revised QFP structure, ongoing refinement of faculty support materials, and continued expansion of professional learning opportunities through EDGE.

Additional priorities include improving reporting processes, strengthening communication with faculty and supervisors, and ensuring the QFP remains responsive to institutional priorities, accreditation expectations, and evolving instructional practices.



BOARD REPORT

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

*Number: 26-070
Date: June 8, 2026
Page: 1*

AGENDA ITEM

FY26 Curriculum Activity Summary

BACKGROUND

260C.14 Authority of directors: The board of directors of each community college shall determine the curriculum to be offered in such school or college subject to approval of the director and ensure that all career and technical education offerings are competency-based, provide any minimum competencies required by the department of education, and comply with any applicable requirements in Chapter 258.

There were 347 changes made to the curriculum DMACC offers for Fall 2026 in compliance with the Iowa Department of Education:

4	New Program/Awards
13	Program/Award Deletions
100	Program Modifications
63	Course Deletions
35	New Courses
99	Course Modifications
33	Administrative/Competency Changes

RECOMMENDATION

It is recommended that the Board approve the FY26 Curriculum Activity Summary.

Liang Chee Wee, Ph.D
Interim President & CEO

Award Type/Course	Program/Course Title	Change Type
Certificate	Construction Technology	Program New
Certificate	Data Center Technician	Program New
Certificate	Honda PACT	Program New
AA	Social Work: Transfer Major	Program New
Diploma	Accounting & Bookkeeping	Program Deletion
AAS	Civil Engineering Technology	Program Deletion
Certificate	Civil Engineering Technology	Program Deletion
Diploma	Computer-Aided Design Technology	Program Deletion
AA	Human and Family Services: Transfer Major	Program Deletion
Certificate	Land Surveying	Program Deletion
Diploma	Medical Assistant, Industry Specific	Program Deletion
AAS	Network Technology-Telecommunications/Data Communications	Program Deletion
AAS	Paramedic, Clinical Concentration	Program Deletion
AAS	Paramedic, Public Administration Concentration	Program Deletion
AAS	Power Equipment Technology	Program Deletion
AAS	Renewable Energy Technology	Program Deletion
Certificate	Wind Turbine Technician	Program Deletion
AAS	ASEP-General Motors	Program Modify
Certificate	Accounting Payroll	Program Modify
AAS	Accounting Specialist	Program Modify
Certificate	Accounting	Program Modify
Certificate	Acting	Program Modify
AAS	Advanced Manufacturing Technology	Program Modify
Certificate	Advanced Nurse Aide	Program Modify
AAS	Agribusiness	Program Modify
Certificate	Agribusiness- Agricultural Communication	Program Modify
Certificate	Agribusiness- Agronomy	Program Modify
Certificate	Agribusiness- Animal Science	Program Modify
Certificate	Agribusiness- Farm Management	Program Modify
Certificate	Agribusiness- Sales/Service	Program Modify

Award Type/Course	Program/Course Title	Change Type
AAS	Artificial Intelligence	Program Modify
Certificate	Auto Chassis & Power Train	Program Modify
Diploma	Auto Collision Technology	Program Modify
Diploma	Auto Engines & Tune-Up	Program Modify
Diploma	Automotive Maintenance & Light Repair Technology	Program Modify
AAS	Automotive Mechanics Technology	Program Modify
Certificate	Automotive Minor Repair and Vehicle Maintenance	Program Modify
AS	Biology: Transfer Major	Program Modify
AAS	Biotechnology, Plant Production Concentration	Program Modify
AAS	Business Administration, Entrepreneurship	Program Modify
AAS	Business Administration, Human Resource Management	Program Modify
AAS	Business Administration, Management	Program Modify
Certificate	Business Support Coordinator	Program Modify
Certificate	C# Application Developer	Program Modify
Certificate	C++ Application Developer	Program Modify
AAS	CAP-Chrysler	Program Modify
AAS	Computer Information Systems	Program Modify
Diploma	Computer Languages	Program Modify
AAS	Construction Technology	Program Modify
Diploma	Construction Technology	Program Modify
AAS	Criminal Justice	Program Modify
Certificate	Criminal Justice, Emergency Management	Program Modify
AA	Criminal Justice: Transfer Major	Program Modify
AAS	Cybersecurity	Program Modify
Certificate	Cybersecurity	Program Modify
Diploma	Cybersecurity	Program Modify
Certificate	Data Science	Program Modify
AAS	Diesel Technology	Program Modify
Diploma	Diesel Technology	Program Modify
AAS	Digital Forensic Investigation	Program Modify

Award Type/Course	Program/Course Title	Change Type
Certificate	Digital Forensic Investigation	Program Modify
Certificate	Digital Marketing	Program Modify
AAS	Electric Utility Technology	Program Modify
Diploma	Electric Utility Technology	Program Modify
AAS	Electronics Engineering Technology	Program Modify
Diploma	Electric Utility Technology	Program Modify
AS	Engineering: Transfer Major	Program Modify
Certificate	Entrepreneurship	Program Modify
AAS	Fashion	Program Modify
Diploma	Fashion	Program Modify
AAS	Film and Media Production	Program Modify
Certificate	Fire Protection Technology	Program Modify
AAS	Fire Science Technology	Program Modify
AAS	Funeral Services	Program Modify
AAS	Health Administration Specialist	Program Modify
AAS	Heating, Air Conditioning, Refrigeration Technology	Program Modify
Diploma	Heating, Air Conditioning, Refrigeration Technology	Program Modify
Certificate	Honda PACT Maintenance & Light Repair	Program Modify
AAS	Honda PACT	Program Modify
AAS	Horticulture, Landscape & Turf Concentration	Program Modify
AAS	Horticulture, Plant Production Concentration	Program Modify
Diploma	Hospitality Business	Program Modify
Diploma	Hospitality Business, Restaurant Management	Program Modify
AAS	Hospitality Management, Hotel Concentration	Program Modify
AAS	Hospitality Business, Restaurant Management	Program Modify
Diploma	Industrial Technician	Program Modify
Certificate	Insurance Services	Program Modify
Certificate	Java Application Developer	Program Modify
AA	Journalism: Transfer Major	Program Modify
AAS	Marketing	Program Modify

Award Type/Course	Program/Course Title	Change Type
Certificate	Medical Assistant	Program Modify
Diploma	Medical Billing and Coding	Program Modify
Diploma	Mortuary Science-Advanced Standing	Program Modify
AAS	Network Administration	Program Modify
Certificate	Network Administration	Program Modify
Certificate	Network Technology-Telecommunications	Program Modify
Certificate	Nurse Aide	Program Modify
Diploma	Nursing - Practical	Program Modify
AAS	Nursing	Program Modify
AAS	Nursing-Advanced Standing	Program Modify
AAS	Paramedic	Program Modify
Certificate	Paramedic	Program Modify
AAS	Paramedic, Fire Science Concentration	Program Modify
Certificate	Patient Access Specialist	Program Modify
Certificate	Photography Basic	Program Modify
Certificate	Photography for Social Media	Program Modify
Certificate	Python Application Developer	Program Modify
AAS	Realtime Court Reporting	Program Modify
AAS	Respiratory Therapy	Program Modify
AAS	Robotics & Control Systems Engineering Technology	Program Modify
Certificate	SQL Application Developer	Program Modify
Diploma	Sales and Management	Program Modify
Certificate	Supply Chain Management	Program Modify
Certificate	UI/UX	Program Modify
Certificate	Veterinary Assistant	Program Modify
AAS	Veterinary Technology	Program Modify
Diploma	Welding	Program Modify
AGV 250	Vet-Tech Career Essentials	Course New
ATR 111	Robotics Seminar	Course New
ATR 201	Automation and Instrumentation	Course New

Award Type/Course	Program/Course Title	Change Type
AUT 935	Honda Specialized Training	Course New
BCA 172	Intro to Keyboarding	Course New
BUS 121	Business Communications	Course New
CON 108	Construction Safety	Course New
CON 152	Construction Materials	Course New
CON 153	Construction Theory	Course New
DRA 151	Acting Lab for Success	Course New
DRA 229	Audition Prep for Musicals	Course New
EMS 423	Paramedicine Lab 1	Course New
EMS 424	Paramedicine Lab 2	Course New
EMS 454	Prof Fndn. of Paramedicine	Course New
EMS 455	Biomedical Fndn. for Paramedic	Course New
EMS 456	Cardio, Respiratory, & Shock	Course New
EMS 457	Medical Emerg. & Patient Mgmt.	Course New
EMS 458	Adv.Trauma Care for Paramedic	Course New
EMS 517	Paramedic Clinical Prac I	Course New
EMS 519	Paramedic Clinical Prac II	Course New
EMS 521	Paramedic Capstone	Course New
FIR 183	Hazardous Materials Management	Course New
FIR 201	Firefighter II	Course New
IND 134	Print Reading	Course New
MAP 621	Employment Readiness	Course New
MOR 316	Funeral Directing	Course New
MOR 317	Funeral Directing Operations	Course New
MOR 318	Funeral Arrangements	Course New
MOR 319	Funeral Directing Operations	Course New
MOR 332	Funeral Merchandising	Course New
MOR 385	Funeral Law	Course New
MOR 942	Practicum	Course New
NET 316	Cloud Systems Admin II	Course New

Award Type/Course	Program/Course Title	Change Type
SDV 162	Foundations of AI Literacy	Course New
WEL 343	Robotic Welding Operator	Course New
ACC 281	Auditing	Course Deletion
ACC 353	Excel for Entrepreneurs	Course Deletion
ADM 105	Intro to Keyboarding	Course Deletion
ADN 126	Passport to ADN Nursing	Course Deletion
ADN 140	Nursing Fundamentals	Course Deletion
ADN 210	Advanced Nursing Practice	Course Deletion
ADN 240	Health and Illness Concepts I	Course Deletion
ADN 416	Family Health Nursing	Course Deletion
ADN 420	Health and Illness Concepts II	Course Deletion
ADN 450	Health and Illness Concepts II	Course Deletion
ADN 474	Mental Health Nursing	Course Deletion
ADN 520	Complex Health Concepts	Course Deletion
ADN 550	Professional Nursing Preceptor	Course Deletion
ADN 551	Adult Health Nursing	Course Deletion
ADN 611	Professional Nursing Practice	Course Deletion
ADN 821	Nursing Seminar	Course Deletion
CET 110	Materials Testing	Course Deletion
CET 210	PCC/HMA Plant Inspection	Course Deletion
CET 220	Soils and Erosion Control	Course Deletion
CET 252	Construction Documents	Course Deletion
CET 255	Roadway/Highway Design	Course Deletion
CET 260	Roadway Design with CAD	Course Deletion
CET 275	LS Fundamentals Exam Prep	Course Deletion
CET 292	Structural Detail & Modeling	Course Deletion
CET 295	PLS Practical Exam Prep	Course Deletion
CIS 338	SQL/Oracle	Course Deletion
CRJ 220	Community-Based Corrections	Course Deletion
CRJ 222	Correctional Treatment Method	Course Deletion

Award Type/Course	Program/Course Title	Change Type
CRJ 292	Police Phys Fitness and Cond	Course Deletion
CRJ 305	Intro. to Cyber Terrorism	Course Deletion
DRA 224	Musical Theatre Auditions	Course Deletion
DSL 163	Engine Repair	Course Deletion
DSL 541	Equipment Power Trains	Course Deletion
DSL 604	Power Equipment Hydraulics	Course Deletion
DSL 912	Fuel Systems	Course Deletion
DSL 913	Small Engines	Course Deletion
EMS 401	EMS LAB I	Course Deletion
EMS 402	EMS LAB II	Course Deletion
EMS 461	Role of the Paramedic	Course Deletion
EMS 463	Medical/Legal/Ethical Issues	Course Deletion
EMS 465	Prin of Pathophysiology I	Course Deletion
EMS 466	Prin of Pathophysiology II	Course Deletion
EMS 474	Patient Assessment	Course Deletion
EMS 477	Medical Emergencies	Course Deletion
EMS 479	Trauma	Course Deletion
EMS 481	Special Considerations	Course Deletion
EMS 501	EMS Clinical I	Course Deletion
EMS 505	EMS Clinical II	Course Deletion
MAP 603	Employment Seminar	Course Deletion
MAT 900	Field Studies in Actuarial Sci	Course Deletion
MOR 215	Funeral Law I	Course Deletion
MOR 315	Funeral Law II	Course Deletion
NET 168	Administering Windows Server	Course Deletion
NET 402	Linux Network Administration	Course Deletion
NET 435	Linux Programming for Admin	Course Deletion
PNN 140	Introduction to Professional P	Course Deletion
PNN 150	Practical Nursing Concepts I	Course Deletion
PNN 152	Nursing Practice I	Course Deletion

Award Type/Course	Program/Course Title	Change Type
PNN 250	Practical Nursing Concepts II	Course Deletion
PNN 260	Practical Nursing Concepts III	Course Deletion
PNN 351	Practical Nursing Roles	Course Deletion
PNN 605	Nursing Practice II	Course Deletion
PNN 606	Nursing Practice III	Course Deletion
ACC 124	Accounting Professionalism	Course Modify
ACC 161	Payroll Accounting	Course Modify
AGA 222	Grain Management	Course Modify
AGB 330	Farm Business Management	Course Modify
AGH 112	Intro to Turfgrass Management	Course Modify
AGH 132	Introduction to Greenhouse	Course Modify
AGS 225	Swine Science	Course Modify
AGS 226	Beef Cattle Science	Course Modify
AGS 319	Animal Nutrition	Course Modify
AGV 133	Veterinary Clinic Pathology I	Course Modify
AGV 134	Veterinary Clinic Pathology II	Course Modify
AGV 145	Animal Nutrition	Course Modify
AGV 151	Intro Vet Tech Clinical Skills	Course Modify
AGV 164	Clinical Mgmt Domestic Species	Course Modify
AUT 933	Technical Internship I	Course Modify
AUT 934	Technical Internship II	Course Modify
BIO 151	Nutrition	Course Modify
BUS 231	Quantitative Methods/Bus Decis	Course Modify
BUS 266	Property & Casualty Insurance	Course Modify
BUS 940	Business Capstone	Course Modify
CAD 184	SolidWorks for Die Design	Course Modify
CHM 122	Intro to General Chemistry	Course Modify
CHM 165	General Chemistry I	Course Modify
CHM 175	General Chemistry II	Course Modify
CIS 137	Intro. to Cloud Computing	Course Modify

Award Type/Course	Program/Course Title	Change Type
CIS 332	Database and SQL	Course Modify
CIS 515	Full Stack Web Development	Course Modify
CON 341	Construction Drafting & Design	Course Modify
CON 342	Interior Trim Practices	Course Modify
CON 347	Concrete Systems and Forming	Course Modify
CON 480	Const Procedure/Application I	Course Modify
CRC 250	Single-voice Speed Dev III	Course Modify
CRC 253	Multi-voice Speed Dev III	Course Modify
CRJ 111	Police and Society	Course Modify
CRJ 141	Criminal Investigation	Course Modify
CRJ 317	White Collar Crime	Course Modify
CRR 150	Basic Shop Safety	Course Modify
CRR 206	Fundamentals of Vehicle Design	Course Modify
CRR 311	Vehicle Estimating	Course Modify
CRR 312	Blueprinting	Course Modify
CRR 406	Intro. to Collision Repair	Course Modify
CRR 408	Collision Repair Equipment	Course Modify
CRR 409	Advanced Collision Repair	Course Modify
CRR 520	Introduction to Refinishing	Course Modify
CRR 521	Masking Techniques	Course Modify
CRR 522	Advanced Refinishing	Course Modify
CRR 523	Paint Correction & Detailing	Course Modify
ELT 125	Advanced PLC	Course Modify
ELT 622	Microcontrollers	Course Modify
ELT 642	Pro.Control & Instrumentation	Course Modify
ELT 721	Robotics	Course Modify
EMS 484	Operations	Course Modify
FIR 199	Firefighter I	Course Modify
GRD 402	Foundations of User Experience	Course Modify
GRD 403	Communication Design I	Course Modify

Award Type/Course	Program/Course Title	Change Type
HUM 120	Introduction to Film	Course Modify
IND 251	Maintenance Principles	Course Modify
MAP 113	Medical Office Management II	Course Modify
MAP 225	Med Lab Procedures I	Course Modify
MAP 228	Med Lab Procedures II	Course Modify
MAP 423	Professional Development	Course Modify
MAP 551	Health & Disease:Human Body II	Course Modify
MAP 620	Practicum	Course Modify
MAP 129	Precalculus	Course Modify
MAT 227	Diff Equations with Laplace	Course Modify
MFG 337	CNC Mill Programming Theory	Course Modify
MFG 338	CNC Mill Setup and Oper Lab	Course Modify
MFG 354	CNC Lathe Setup and Oper Lab	Course Modify
MGT 174	Training and Employee Dev	Course Modify
MGT 190	Employee Comp & Benefit Mgt	Course Modify
MGT 266	Prin of Supply Chain Mgt.	Course Modify
MOR 335	Embalming I	Course Modify
MOR 336	Embalming I Clinical	Course Modify
MOR 340	Embalming II	Course Modify
MOR 341	Embalming II Clinical	Course Modify
MOR 345	Restorative Art	Course Modify
MOR 390	Professional Review	Course Modify
MOR 940	Funeral Capstone	Course Modify
MOR 941	Practicum	Course Modify
NET 182	IT and Security Fundamentals	Course Modify
NET 208	Cyber Ethics and Legal Issues	Course Modify
NET 210	Cybersecurity Analyst	Course Modify
NET 213	Cisco Networking	Course Modify
NET 315	Cloud Systems Administration	Course Modify
NET 373	Forensic Prac Cybersecurity	Course Modify

Award Type/Course	Program/Course Title	Change Type
NET 412	Linux System Administration	Course Modify
NET 484	Netplus Certification	Course Modify
NET 708	Database Concepts for Cyber	Course Modify
PHY 710	Technical Physics	Course Modify
RCP 110	Respiratory Care Introduction	Course Modify
RCP 250	Cardio/Pulmonary Therapeutics	Course Modify
RCP 360	Cardio/Pulmonary Renal Pathop	Course Modify
RCP 401	Airway Pharmacology	Course Modify
RCP 405	Respiratory Care Diagnostics	Course Modify
RCP 500	Advanced Respiratory Therapy	Course Modify
RCP 605	Neo/Peds Respiratory Care	Course Modify
RCP 701	Respiratory Care Clinic I	Course Modify
RCP 702	Respiratory Care Clinic II	Course Modify
WEL 341	Fabrication I	Course Modify
AGA 381	Crop Scouting	Course Competency
AGB 440	Agricultural Niche Marketing	Course Competency
AGV 231	Intro. to Clinical Pathology	Course Competency
CON 334	Construction Techniques	Course Competency
CON 337	Construction Blueprint Reading	Course Competency
CON 341	Construction Drafting & Design	Course Competency
CON 342	Interior Trim Practices	Course Competency
CON 347	Concrete Systems and Forming	Course Competency
CON 480	Const Procedure/Application I	Course Competency
CON 615	Technical Internship I	Course Competency
CON 616	Technical Internship II	Course Competency
CON 617	Technical Internship III	Course Competency
ELT 131	Motor Controls	Course Competency
IND 114	General Industry Safety	Course Competency
IND 146	Mech Power Transmission I	Course Competency
IND 211	Basic Pneumatics	Course Competency

Award Type/Course	Program/Course Title	Change Type
IND 230	Measurements & Drawings	Course Competency
IND 243	Basic Hydraulics	Course Competency
IND 244	Hydraulic Maintenance	Course Competency
IND 246	Industry Tech Logic Controller	Course Competency
INT 124	Interior Design Analysis	Course Competency
INT 212	Residential I	Course Competency
INT 222	Residential II	Course Competency
MAT 121	College Algebra	Course Competency
PRL 103	Introduction to Law	Course Competency
PRL 105	Legal Ethics	Course Competency
PRL 112	Legal Research & Writing I	Course Competency
PRL 932	Internship	Course Competency
RCP 703	Respiratory Care Clinic III	Course Competency
RCP 704	Respiratory Care Clinic IV	Course Competency
RCP 805	Comprehensive Resp Care	Course Competency
WEL 245	GMAW Spray Transfer: SENSE1	Course Competency
WEL 262	OFC-I Manual & Mech: SENSE1	Course Competency



BOARD REPORT

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

*Number: 26-071
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AGENDA ITEM

Consideration of Approval of the Evelyn K. Davis Center Operating Agreement.

BACKGROUND

The Evelyn K. Davis Center Operating Agreement establishes a long-term partnership in which DMACC transitions from direct operator to facility owner while a selected external entity assumes responsibility for program delivery and day-to-day operations.

It was developed alongside the RFP process and supported by legal counsel to ensure a structured, sustainable transition following the selection of an operating partner based on financial stability, operational capacity, and mission alignment.

The agreement defines roles, accountability, and governance expectations, with program oversight primarily managed through funders and partnership requirements rather than direct DMACC supervision.

Key provisions address facility use, asset ownership, term and transition expectations, and conditions related to termination or potential future property transfer. The Operating Agreement is between DMACC and Lutheran Services in Iowa.

RECOMMENDATION

It is recommended that the Board approve the operating agreement for the Evelyn K. Davis Center building between Des Moines Area Community College and Lutheran Services in Iowa.

Liang Chee Wee, Ph.D
Interim President & CEO



BOARD REPORT

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

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AGENDA ITEM

Consideration of Approval of the *Pathways to Opportunities Strategic Plan 2026*.

BACKGROUND

During the 2025–2026 academic year, DMACC conducted a structured, multi-phase process to develop its new Strategic Plan, intentionally balancing leadership direction, broad engagement, and shared governance review to ensure the plan is both aspirational and operational.

The structure presented here, including the pillars and a move to a one-year plan were developed by the Strategic Planning Committee. Initial drafts of goals and objectives aligned to the Strategic Pillars were developed through Executive Committee discussions. The draft was then reviewed by the Strategic Planning Committee, followed by broader input from Deans, Directors, all employees and groups of students.

Consistent with shared governance, the plan was reviewed by College Council and the unions and has been shared with external stakeholders for additional feedback. Even the plan name, *Pathways to Opportunities*, was employee-selected through a vote from four options.

The plan has been refined several times based on stakeholder input and is now presented to the Board of Directors for adoption. It is intended to be a living document, updated annually as progress is made and priorities evolve.

RECOMMENDATION

It is recommended that the Board of Directors approve the *Pathways to Opportunities Strategic Plan 2026*.

Liang Chee Wee, Ph.D
Interim President & CEO

Pathways to Opportunities

Strategic Plan 2026

The 2026 Strategic Plan operationalizes DMACC’s Strategic Pillars by identifying high-impact, institution-level goals and the targeted objective the College will pursue over the coming year. Over the past several months feedback has been sought from all stakeholder groups. Over 250 employees, students and external people provided written or verbal feedback on the plan and as a result many of the objectives were rewritten. This plan advances excellence and innovation, strength and sustainability, and success and engagement, while positioning the College to continuing to improve student success and long-term responsiveness to environmental changes.



Goal 1: Velocity and Affordability

DMACC will modernize degree requirements and learning pathways to reduce unnecessary structural barriers while preserving academic quality. By aligning credit requirements with national norms, expanding competency-based education, streamlining Credit for Prior Learning (CPL), and reducing residency credit thresholds, the college lowers cost for students, shortens time to completion, and increases momentum toward credentials. These reforms particularly support adult learners and workforce-engaged students by recognizing validated prior learning, enabling faster progression, and improving transfer and re-entry outcomes. Collectively, these strategies increase student success without compromising learning outcomes and help ensure DMACC is a responsive, workforce-aligned institution.

Targeted Objective 1.1: By the end of the 2027–28 academic year, revise all AA and AS degree programs will reduce the minimum requirement from 64 to 60 credits, ensuring full compliance with accreditation and state guidelines,

Targeted Objective 1.2: By Fall 2028, implement a fully streamlined and publicly accessible Credit-for-Prior-Learning (CPL) policy and set of procedures that reduce student time-to-completion by at least 10% and increase the number of students receiving CPL credits by 20%, ensuring consistent application across all academic departments and improving students' transition into the workforce.

Targeted Objective 1.3: By Fall 2027, DMACC will reduce the minimum residency credit requirement for all awards from its current level to no more than 25% of total degree credits, while maintaining academic integrity.

Targeted Objective 1.4: By the end of the 2027–28 academic year, DMACC will expand and fully implement competency-based education (CBE) in at least two additional academic programs, resulting in a minimum 15% improvement in student progression efficiency.

Targeted Objective 1.5: By Fall 2028, adopt Open Educational Resources (OER) or other low-cost learning materials in at least 50% of all credit-bearing courses, reducing average course material costs by a minimum of 30%, and establish a tracking system to monitor adoption rates, student cost savings, and faculty participation.

Goal 2: Adult Learner Expansion

DMACC will advance a coordinated, adult-learner strategy that expands access to both credit degree programs and noncredit workforce training, recognizing that adult learners pursue multiple, equally valid educational pathways. By delivering noncredit training in underserved areas and aligning it with local labor-market needs, the college seeks to increase access to short-term credentials, strengthens employer partnerships, and supports immediate workforce advancement. Simultaneously, by expanding flexible, accessible credit-bearing options for adult degree-seeking students, DMACC will improve persistence, completion, and long-term economic mobility. Delivering programs closer to where adults live and work reduces transportation and scheduling barriers, while intentional alignment between noncredit and credit offerings creates clear, supported pathways for adults to upskill, reskill, and pursue degrees over time. A coordinated, collegewide approach ensures adult learners, whether seeking rapid workforce entry or degree completion, are served through integrated, demand-driven programs that advance individual opportunity and regional economic development.

Targeted Objective 2.1: Launch and scale an adult college opportunity to reduce barriers and increase access for adult learners with the goal of a 5% increase in degree-seeking 25+ year olds by Fall 2027 through both retention and new recruits.

Targeted Objective 2.2: By June 2027, Continuing Education and DMACC Business Resources will collectively expand the delivery of non-credit training programs to at least three additional locations across the district outside the Des Moines metro area and increase enrollment from these areas by 20%, by developing targeted outreach, partnering with local employers and community organizations, and offering flexible scheduling or hybrid options to support access.

Targeted Objective 2.3: By Fall 2028 establish clear, consistent pathways that map noncredit workforce training to aligned credit-bearing programs, enabling adult learners to apply validated learning toward certificates and degrees.

Goal 3: Build an Aligned and Engaged Institution

DMACC's long-term effectiveness depends on strong alignment between its resources, people, and priorities. As enrollment, instructional delivery, and workforce needs continue to evolve, the college must ensure that its physical footprint is right-sized, sustainable, and responsive to current and future demand. At the same time, meaningful institutional alignment requires transparent communication, visible leadership, and consistent opportunities for employee input to build trust and shared ownership of change.

By strengthening both its facilities planning and employee voice strategy, DMACC advances a more coordinated and responsive institution. At the same time, continued focus on program-level performance, accreditation, and student outcomes ensures that strategic decisions are grounded in evidence and aligned with the college's mission. Together, these efforts support organizational clarity, reinforce accountability, and position the college to adapt effectively while maintaining a cohesive, engaged workforce and responsible stewardship of resources.

Targeted Objective 3.1: Employee Voice Strategy (2026–2029). By June 2029, build and institutionalize an employee voice strategy that increases leadership visibility, strengthens two-way communication, and improves trust, clarity, and alignment across the College by establishing communication norms, feedback systems, leadership communication processes, and evidence-based practices that achieve at least 85% employee awareness and engagement.

Targeted Objective 3.2: By June 2029, DMACC will continue to be guided by the Facilities Master Plan to ensure access to quality education and training for all students and communities across our district. The College will measure and act on space utilization data to meet the needs of students and communities. These actions will balance fiscal responsibility, environmental sustainability, and long-term program vitality, and will be responsive to current and projected enrollment, workforce demand, institutional needs, and community interaction.

Targeted Objective 3.3: Successfully Complete HLC Reaccreditation by Spring 2027 and incorporate feedback into new targeted objectives over the coming years.

Targeted Objective 3.4: By May 2027, faculty, academic deans and the academic affairs retention committee will complete a comprehensive analysis of program-level and modality retention and completion rates, establish baseline metrics, and develop proposed success benchmarks, with the final benchmarks reviewed and approved by the Vice President for Academic Affairs and Executive Committee. Each program will also

identify 2-3 priority instructional and/or academic student engagement strategies for improvement for them to implement.



BOARD REPORT

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Des Moines Area Community College*

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AGENDA ITEM

Consideration to Renew Membership Dues to CC for Iowa

BACKGROUND

DMACC's annual membership dues for the period July 1, 2026 to June 30, 2027 have been invoiced in the sum of \$112,277.36. Membership dues for FY26 were \$107,959. The current invoice only includes annual dues, not the lobbying fee which will be invoiced at a later date.

The invoice with more detailed information is attached to this report.

RECOMMENDATION

It is recommended that the Board approve a motion renewing membership to CC for Iowa and authorizing payment of annual dues in the amount of \$112,277.36.

Liang Chee Wee, Ph.D
Interim President & CEO



INVOICE

855 E Court Ave
Des Moines, IA 50309
(515) 282-4692

Iowa Association of Community College Trustees

Bill To: Des Moines Area Community College
bastowe@dmacc.edu
2006 South Ankeny Boulevard
Ankeny, IA 50023

Invoice # INV-ES030686
Date May 28, 2026
Terms Net 60
Due Date Jul 31, 2026
Amount Due: \$112,277.36

Item	Quantity	Price	Amount
IACCT Membership Dues	1	\$112,277.36	\$112,277.36
Subtotal			\$112,277.36
Total			\$112,277.36
Payments:			\$0.00

Amount Due: \$112,277.36

Use this link to pay online: <https://app02.us.bill.com/p/iacct>

Notes
We appreciate your support!