

Board of Directors  
Des Moines Area Community College

**Regular Board Meeting**

June 16, 2025 – 4:00 p.m.

DMACC Carroll Campus; Knotts Common, Room 190  
906 N Grant Rd, Carroll, IA

***REVISED AGENDA***

*Page #*

1. Call to order.
2. Roll call.
3. Consideration of tentative agenda.
4. Public comments.
5. Presentation: Jen Wollesen, Carroll Executive Campus Dean  
Joel Lundstrom, Executive Dean of Distance Learning
6. Consent Items.
  - a. Consideration of minutes from May 12, 2025 Regular Board Meeting. 1-4
  - b. Human Resources report. 5
  - c. Consideration of payables. PDF
7. Board Report 25-047. Approval of Honorary Associate of Arts Degree 6-7
8. Board Report 25-048. Approval of Board Policies Section 300 – Management of the College and 800 – Facilities. Approval of the recategorizing and renumbering of Board Policies as presented at the May 2025 Board meeting. 8
9. Board Report 25-049. Consideration of Collective Bargaining Agreement and approval of the tentative agreement with the Des Moines Area Community College Higher Educational Association (HEA). 9
10. Board Report 25-050. Consideration of collective bargaining agreements and approval of the tentative agreement with the Des Moines Area Community College Educational Services Association (ESA). 10
11. Board Report 25-051. Consideration for Administrative/Professional, Confidential Clerical, and Trail Point Support Pay Rates. 11

12.	<u>Board Report 25-052.</u> Consideration of Temporary, Adjunct, and Student Pay Rates.	12
13.	<u>Board Report 25-053.</u> Receive and file the President’s recommendations for termination of specially funded contracts under Iowa Code Chapter 279. Consideration of termination of continuing contact under Iowa Code Chapter 279.	13
14.	<u>Board Report 25-054.</u> Consideration of termination of Probationary Teacher Contracts under Iowa Code Chapter 279.	14
15.	<u>Board Report 25-055.</u> Student Activities Council Budgets for FY2026.	15-38
16.	<u>Board Report 25-056.</u> Consideration to renew membership dues to the Association of Community College Trustees.	39-40
17.	<u>Board Report 25-057.</u> Consideration to renew membership dues to CC for Iowa.	41-42
18.	<u>Board Report 25-058.</u> FY25 Curriculum Activity Summary.	43-61
19.	<u>Board Report 25-059.</u> Approval of Memorandum of Understanding between DMACC and the DMACC Foundation.	62-68
20.	<u>Board Report 25-060.</u> Revision of the Des Moines Area Community College Quality Faculty Plan.	69-99
21.	<u>Board Report 25-061.</u> A Resolution extending the designation of the College’s official depository bank for the five years beginning July 1, 2025, and ending June 30, 2030.	100-101
22.	<u>Board Report 25-062.</u> A resolution approving the form and content and execution and delivery of a Workforce Training and Economic Development Training Contract under <b>Chapter 260C</b> , Code of Iowa, for <b>Leighton State Bank #2</b> .	102
23.	<u>Board Report 25-063.</u> A resolution approving the form and content and execution and delivery of a Workforce Training and Economic Development Training Contract under <b>Chapter 260C</b> , Code of Iowa, for <b>Story Construction Co. Project #6</b> .	103
24.	<u>Board Report 25-064.</u> A resolution approving the form and content and execution and delivery of a Workforce Training and Economic Development Training Contract under <b>Chapter 260C</b> , Code of Iowa, for <b>ODO Enterprises, L.L.C. dba Berglund Sheet Metal, Project #1</b> .	104
25.	<u>Board Report 25-065.</u> A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under <b>Chapter 260F</b> , Code of Iowa, for <b>Helena Industries, LLC, Project #2</b> .	105

26. Board Report 25-066. A resolution approving the form and content and execution and delivery of a Retraining or Training Agreement under **Chapter 260F**, Code of Iowa, for **RCS Millwork, LC, Project #2.** 106
27. Board Report 25-067. 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 #13.** 107
28. Presidential Search Update
29. Presentation of Financial Report.
30. President's Report.
31. Campus Updates.
32. Committee Reports.
33. Board Members' Reports.
34. Information Items:
  - June 18 – DMACC Foundation CEO Golf Invitational
  - July 4 – Holiday; All campuses closed
  - July 9-10 – CC for Iowa Trustee Conference hosted by Iowa Central Community College
  - July 14– Board meeting, Southridge Center; 4:00 p.m.
  - July 15 – President position posted nationally
35. Closed Session–Iowa Code Section 21.5(1)(c).
36. Return to Open Session.
37. Adjourn.

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

REGULAR BOARD MEETING May 12, 2025	The regular meeting of the Des Moines Area Community College Board of Directors was held at DMACC's Boone Campus on May 12, 2025. Board Chair Joe Pugel called the meeting to order at 4:00 p.m.
ROLL CALL	<p>Members present: Felix Gallagher, Fred Greiner, Kevin Halterman, Cheryl Langston, Denny Presnall, Joe Pugel, Trish Roberts, Madelyn Tursi.</p> <p>Members absent: Angela Jackson</p> <p>Others present: Rob Denson, President/CEO; Brooke Stowe, Board Secretary; Bill LaTour, Board Treasurer (via Teams); administrators, faculty, staff, and media.</p>
CONSIDERATION OF AGENDA	Tursi moved; seconded by Gallagher to approve the agenda as presented. Motion passed unanimously. Aye- Gallagher, Greiner, Halterman, Langston, Presnall, Pugel, Roberts, Tursi. Nay-none.
PUBLIC COMMENTS	None.
PRESENTATION	Allen Goben, Boone Executive Campus Dean, welcomed the Board to the Boone Campus. He provided highlights of student experiences, the Honors program, athletic achievements, the initiation of E-sports and a Competitive Dance program, and invited recent DMACC graduate Megan Rose to share her story on how her DMACC experience has helped her on the path of opening her own small business.
CONSENT ITEMS	<p>Greiner moved; seconded by Gallagher to approve the consent items: a) Minutes from the April 14<sup>th</sup>, 2025 Regular Board Meeting; b) Human Resources Report and Addendum (Attachment #1); and c) Payables (Attachment #2).</p> <p>Motion passed unanimously. Aye- Gallagher, Greiner, Halterman, Langston, Presnall, Pugel, Roberts, Tursi. Nay-none.</p>
APPROVAL OF DMACC FOUNDATION'S GIFT ACCEPTANCE POLICY AND FUND DISBURSEMENT POLICY	<p><u>Board Report 25-040</u>. Halterman moved; seconded by Langston recommending that the Board approve the DMACC Foundation's Gift Acceptance Policy and Fund Disbursement Policy.</p> <p>Motion passed unanimously. Aye- Gallagher, Greiner, Halterman, Langston, Presnall, Pugel, Roberts, Tursi. Nay-none.</p>



CONSIDERATION OF  
TERMINATION OF  
CONTINUING CONTRACTS  
UNDER IOWA CODE  
CHAPTER 279

Board Report 25-041. Langston moved; seconded by Tursi recommending that the Board terminate the continuing teacher's contracts of Danielle Halbrook, James Moon, Denise Myers, Richard Rusch, and Danielle Shirley, effective June 30<sup>th</sup>, 2025.

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

APPROVAL OF REVISION TO  
BOARD POLICY HR414-  
DRUG AND ALCOHOL  
TESTING

Board Report 25-042. Tursi moved; seconded by Roberts recommending that the Board approve the revisions to Board Policy HR414 – Drug and Alcohol Testing.

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

APPROVE RETRAINING OR  
TRAINING AGREEMENTS  
*PowerPollen, Inc., Project  
#1*

Board Report 25-043. Attachment #3. Greiner moved; seconded by Gallagher recommending that the Board approve the Form and Content and Execution and Delivery of a Workforce Training and Economic Development Training Contract under **Chapter 260F**, Code of Iowa, for **PowerPollen, Inc., Project #1.**

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

REVIEW OF BOARD  
POLICIES, CHAPTER 3-  
MANAGEMENT OF THE  
COLLEGE AND CHAPTER 8 –  
FACILITIES

Board Report 25-044. Chapter 3 – Management of the College and Chapter 8 – Facilities were presented and discussed along with the recategorization and renumbering recommendation to align policies and procedures. These chapters will be approved at our June Board meeting.

APPROVAL OF A NEW  
BOARD POLICY CC232-  
HAZING

Board Report 25-045. Halterman moved; seconded by Roberts recommending that the Board approve the new Board Policy CC232-Hazing.

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

PRESIDENTIAL SEARCH  
UPDATE

Dr. Larry Ebberts provided an update regarding the search for the new DMACC president. The listening sessions have been completed, the online survey is active, and the official process will launch on July 15.

FINANCIAL REPORT

Controller Ben Voaklander presented the April 2025 financial report as shown in Attachment #4 to these minutes.

CAMPUS/PATHWAY UPDATES	None.
COMMITTEE REPORTS	None.
CLOSED SESSION	<p>Presnall moved; seconded by Tursi to hold a Closed Session as provided in Section 21.5(1)(c) of the Open Meetings Law to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.</p> <p>Motion passed on a roll call vote. Aye- Gallagher, Greiner, Halterman, Langston, Presnall, Pugel, Roberts, Tursi. Nay-none.</p>
RETURN TO OPEN SESSION	The Board returned to Open Session at 4:57 p.m.
ACCEPTANCE OF BUILDING 13 AUTOMOTIVE ADDITION & RENOVATION PROJECT AND APPROVAL OF SETTLEMENT WITH PRIME CONTRACTOR, GRAPHITE CONSTRUCTION GROUP F/K/A ROCHON CORPORATION OF IOWA	<p>Attachment #5. Gallagher moved; seconded by Roberts that the Board adopt the Resolution accepting the Building 13 Automotive Addition &amp; Renovation Project and approving the proposed settlement with prime contractor, Graphite Construction Group F/K/A Rochon Corporation of Iowa.</p> <p>Motion passed on a roll call vote. Aye- Gallagher, Greiner, Halterman, Langston, Presnall, Pugel, Roberts, Tursi. Nay-none.</p>
CLOSED SESSION	<p>Greiner moved; seconded by Roberts to hold a Closed Session as provided in Section 21.5(1)(i) of the Open Meetings Law to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.</p> <p>Motion passed on a roll call vote. Aye- Gallagher, Greiner, Halterman, Jackson, Langston, Presnall, Pugel, Roberts, Tursi. Nay-none.</p>
RETURN TO OPEN SESSION	The Board returned to Open Session at 5:24 p.m.

ADJOURN

Tursi moved; seconded by Greiner to adjourn. Motion passed unanimously and at 5:29 p.m. Board Chair Joe Pugel adjourned the meeting. Aye-  
Gallagher, Greiner, Halterman, Langston, Presnall, Pugel, Roberts, Tursi.  
Nay-none.

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JOE PUGEL, Board Chair

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BROOKE STOWE, Board Secretary



# **BOARD REPORT**

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

*Date: June 16, 2025*

*Page: 1*

## **AGENDA ITEM**

### Human Resources Report

## **BACKGROUND**

### **I. Replacement Position**

#### **1. Devine, Twila**

Librarian  
Boone Campus  
Annual Salary: \$76,587  
Effective: 05/20/2025

#### **2. Lee, Kristopher**

Instructor, Mathematics  
Ankeny Campus  
Annual Salary: \$70,748  
Effective: 08/15/2025

### **II. Resignation**

#### **1. Kaale, Rhonda**

Instructor, Nursing (Temp Regular Faculty, One Semester Contract)  
Ankeny Campus  
Effective: 05/09/2025

#### **2. Mueller, Kay**

Instructor, Speech Communication  
Boone Campus  
Effective: 06/30/2025

#### **3. Smith, Scott**

Instructor, HVAC  
Ankeny Campus  
Effective: 08/01/2025

#### **4. Toubes, Rose**

Instructor, English/Journalism  
Ankeny Campus  
Effective: 06/30/2025

## **RECOMMENDATION**

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



# **BOARD REPORT**

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

*Number: 25-047  
Date: June 16, 2025  
Page: 1 of 2*

## **AGENDA ITEM**

Approval of Honorary Associate of Arts Degree

## **BACKGROUND**

It's hard to imagine DMACC without Joe Pugel. For nearly three decades, Joe has been a steady, thoughtful, and passionate advocate for our students, our communities, and the mission of this college. He's not just a Board member—he's a builder, a connector, and a believer in what's possible when people come together to do good work.

In 1967, Joe graduated from Iowa State University with a Bachelor of Science degree and later completed graduate work in Industrial Engineering at the University of Iowa. Joe's manufacturing career started at the Lenox Corporation in Marshalltown. In 1975, he joined The Vernon Company, where he wore many hats over the years, eventually retiring in 2010 as Senior Vice President of The Vernon Company and President of its subsidiaries.

In 1997, Joe was elected to the DMACC Board of Trustees to represent District 5, which includes Newton, Knoxville, Pella, Lynnville-Sully, PCM, SEP, and Twin Cedars. Since 2003, his fellow Board members have unanimously elected him Chair every single year—a reflection of the trust and respect he's earned through his leadership. To date, Joe is the longest serving DMACC Board President in DMACC's 59-year history.

Under Joe's guidance, DMACC has grown in ways that have changed lives. Enrollment has increased, tuition has remained the most affordable in the state, and the college has maintained the highest bond rating and lowest property tax assessment of any community college in Iowa. Joe has been a champion for Career Academies, stronger university partnerships, and new programs that meet the needs of today's students and employers. Joe was also a leader in developing a DMACC Presidents Council.

But Joe's impact goes far beyond Board meetings and policy decisions. He's been a driving force behind the transformation of Newton's Legacy Plaza, helping turn a once-vacant corporate campus into a vibrant hub for learning, gathering, and community pride. He's made the calls, had the conversations, and brought people together to transform the campus. In addition, Joe and his wife Janet have made significant contributions to the DMACC Foundation.

He's also a licensed pilot, a hands-on problem solver, and someone who quite literally built his own home in Newton. That says a lot about who he is: grounded, capable, and deeply invested in the place he calls home.

Joe Pugel has given so much to DMACC and to Central Iowa—not for recognition, but because he believes in the power of education to change lives. He is a true friend and advocate of the students, staff, and communities that DMACC served. It's an honor to recognize him with this well deserved honorary degree.

**RECOMMENDATION**

It is recommended that the Board approve the award of an Honorary Associate of Arts Degree to Joe Pugel in recognition and appreciation of his service, support, and leadership of DMACC.

Kevin Halterman, Vice Chair of DMACC Directors  
Robert J. Denson, President



# ***BOARD REPORT***

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

*Number: 25-048  
Date: June 16, 2025  
Page: 1*

## **AGENDA ITEM**

Approve Board Policies Section 300 – Management of the College and 800 – Facilities.

Approve the recategorizing and renumbering of Board Policies as presented at the May 2025 Board meeting.

## **BACKGROUND**

The College is continuously reviewing all Board Policies. Policy Section 300 and 800 were presented to the Board for review and discussion at the May 2025 Board meeting. The Board had no recommended changes to the policies presented at the May Board meeting.

Board Policies will be recategorized and renumbered to align appropriately with current DMACC divisions and departments.

## **RECOMMENDATION**

It is recommended that the Board approve Board Policies sections 300 and 800 and then further approve the recategorizing and renumbering as presented.

Robert J. Denson, President



# ***BOARD REPORT***

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

*Number: 25-049  
Date: June 16, 2025  
Page: 1 of 1*

## **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 an agreement with HEA for FY26 salary increases averaging 3.5%. Adjusted contract language to include additional days in August, January, and May for new faculty orientation. Agreed to automatic salary placement for doctoral degree in the far right lane. Agreed to count adjunct work at other institutions as part of the new hire placement. Agreed to remove language pertaining to advanced research credit. Agreed that contract shall not be extended beyond August 14, 2029.

## **RECOMMENDATION**

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

Robert J. Denson, President





# ***BOARD REPORT***

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

*Number: 25-050  
Date: June 16, 2025  
Page: 1*

## **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 an agreement with ESA for FY26 salary increases averaging 3.5%. Agreed to remove night shift differential and adjust the pay grade for night shift work. Agreed to eliminate on-call pay, which no other community college in Iowa provides and just pay overtime for on call pay. Agreed that DMACC will not extend the duration clause of the contract beyond 2029, with salary increases to be determined each year.

## **RECOMMENDATION**

It is recommended that the Board approve the agreement reached with ESA and ratified by union members.

Robert J. Denson, President



# ***BOARD REPORT***

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

*Number: 25-051  
Date: June 16, 2025  
Page: 1 of 1*

## **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.

Robert J. Denson, President



# ***BOARD REPORT***

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

*Number: 25-052  
Date: June 16, 2025  
Page: 1 of 1*

## **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.

Robert J. Denson, President



# **BOARD REPORT**

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

*Number: 25-053  
Date: June 16, 2025  
Page: 1 of 1*

## **AGENDA ITEM**

Receive and file the President's recommendations for termination of specially funded contracts under Iowa Code Chapter 279. Consideration of termination of continuing contract under Iowa Code Chapter 279.

## **BACKGROUND**

Funds used to pay salaries of four specially funded faculty positions are insufficient to retain the positions. In the event sufficient funding is restored, it would be our intention to rescind all or a portion of these termination notices and seek to reemploy these individuals.

Faculty members were informed on May 29, 2025 from the Executive Academic Dean of the termination of the specially funded contract as soon as DMACC received official confirmation the funding was paused. Faculty members received the official notification of terminations via USMail on June 2 – June 5, 2025. Since none of the faculty members have requested a private hearing within five calendar days, it is our intention to proceed with the terminations.

## **RECOMMENDATION**

It is recommended that the Board receive and file the President's recommendations for termination of the continuing contracts under Iowa Code Chapter 279.

It is recommended that the Board terminate the continuing teacher's contracts (names to be supplied) effective June 30, 2025. For the faculty member teaching, the termination would be August 1, 2025.

Robert J. Denson, President



# ***BOARD REPORT***

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

*Number: 25-054  
Date: June 16, 2025  
Page: 1 of 1*

## **AGENDA ITEM**

Consideration of termination of Probationary Teacher Contracts under Iowa Code Chapter 279.

## **BACKGROUND**

Termination of one probationary teacher contract that is specially funded. In the event sufficient funding is restored, it would be our intention to rescind the termination notice and seek to reemploy the individual.

## **RECOMMENDATION**

It is recommended that the Board terminate the probationary teacher contract.

Robert J. Denson, President



# **BOARD REPORT**

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

*Number: 25-055  
Date: June 16, 2025  
Page: 1*

## **AGENDA ITEM**

Student Activities Council Budgets for FY2026

## **BACKGROUND**

Student Activities Council (SAC) budgets are developed by the various student clubs, councils and boards of each DMACC campus. A Student Finance Advisory Committee accumulates the individual submissions, holds budget hearings to receive student, staff, or faculty testimony, and prepares an annual budget proposal for each campus. Each proposed budget being submitted was approved by a majority vote of the SAC for the campus they represent. The budgets have been reviewed and approved by the appropriate administrative staff on each campus, and made in consultation with the DMACC Business Office.

These are funds from student fees and are based on a \$1.25/credit hour rate. The last time the amount per credit hour was increased was in May of 2011. Prior to that increase the amount had been \$1.05/credit hour for a number of years.

Funds are allocated between the campuses three times per year after the census count is locked for that term, which typically occurs on or around the 15<sup>th</sup> day of the term.

A detail of the planned expenditures for each campus is attached.

## **RECOMMENDATION**

It is recommended that the Board accept the Student Activities Council (SAC) budgets for FY2026 as proposed.

Robert J. Denson, President

Attachment: Schedule of the SAC FY2026 Planned Budgets

DATE: April 2, 2025

TO: Drea Iseminger, Erica Spiller, and DMACC Board of Directors

FROM: Erin Smith, Coordinator of Student Activities

RE: Student Activities Budget for FY2026

The Student Activities Budget for the Ankeny Campus Student Activities Council at Des Moines Area Community College is forwarded for administrative and board approval. This budget was prepared consistent with the Code of Iowa, Chapter 260C.18 number 7 (formerly 280A, Section 1F) which states:

“The expenditure of funds collected from students for activities shall be determined by the student government unit with administrative and board approval.”

The 2025-2026 budget approval process was as follows:

1. Budget request forms and an informational cover letter were sent to Student Organizations, Instructors, and Coordinators/Directors on February 21, 2025.
2. The Finance Committee voted to plan on \$200,000 budget this year due to current enrollment and predicted enrollment trends. The Finance Committee reviewed the budget requests and finalized the SAC 2024-2025 budget on March 26, 2025.
3. The budget was submitted to the Student Activities Council on April 2, 2024. The Student Activities Council voted unanimously to accept the 2025-2026 budget.

After working to prepare the 2025-2026 Ankeny Campus Student Activities Budget, I recommend the attached budget for approval by the administration and the DMACC Board of Directors. Thank you for your consideration.

**STUDENT ACTIVITIES BUDGET  
FISCAL YEAR 2025-2026  
ANKENY CAMPUS**

The Student Activities Council of the Des Moines Area Community College, Ankeny Campus, in conjunction with its Finance Committee, has approved and recommends the following budget for fiscal year July 1, 2025 to June 30, 2026. The budget is based on activity fees collected at \$1.25 per semester credit hour.

Student Activities income is based on the projected number of credits for which students will enroll during fiscal year 2025-2026. The Student Activities Council traditionally revises the yearly budget during spring semester to make allowances for lack of or increases in enrollment. The council will vote to allocate any additional funding granted due to enrollment being higher than predicted.

Funds remaining in the copy machine account at the close of FY 2025 will be carried forward to FY 2026 and used for the designated purposes as outlined in the budget.

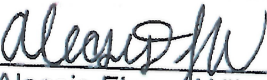
We hereby submit for Administrative and Board approval the 2025-2026 Ankeny Campus Student Activities Council Budget.



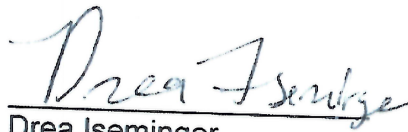
Erin Smith  
Coordinator of Student Activities



Beth Lee  
SAC Finance Committee



Alecsis Flores-Wilson  
SAC Finance Committee



Drea Iseminger  
Asst. Director, Evening Services/Student Engagement



Erica Spiller  
Executive Vice President, Student Affairs



**2025-2026 STUDENT ACTIVITIES BUDGET  
ANKENY CAMPUS**

<u>Budget Line</u>	<u>Budget Amount</u>
Academic Achievement Center	\$15,000.00
Alumni	\$5,000.00
Art and Sculpture	\$3,200.00
Campus Chronicle	\$7,800.00
Campus Recreation	\$32,000.00
Child Development Center	\$15,000.00
Club/Org Funding	\$6,000.00
Club/Org Travel	\$23,400.00
Conference Travel	\$2,000.00
Creative Writing	\$2,600.00
Food Pantry	\$11,000.00
Literary Arts Festival	\$3,000.00
Operation/Copy	\$11,000.00
Publications/Promo	\$6,000.00
SAC Programming	\$40,000.00
Study Abroad	\$3,000.00
Ticket Sales	\$1,000.00
Theater	\$13,000.00
<b>TOTAL</b>	<b>\$200,000.00</b>

## Explanation of Accounts

**ACADMIC ACHIEVEMENT CENTER:** (\$15,000.00) SAC will transfer the money to the Academic Achievement Center to help offset the costs associated with the Peer Tutoring Program and Smart Thinking for the Ankeny Campus.

**ALUMNI:** (\$5,000.00) SAC will transfer five thousand dollars to the Alumni Association for support student scholarship awareness (swag, workshops, trainings, etc) to increase students applying for scholarships.

**ART & SCULPTURE:** (\$3,200.00) This money will cover a maintenance agreement and upkeep to ensure proper operation of the Fountain. Money will also be allocated to any requests that the SAC might fund for additional sculpture/art on campus.

**CAMPUS CHRONICLE:** (\$7,800.00) SAC will provide funding to assist with the expenses associated with the publication of the Ankeny Campus student newspaper and scholarships for the editors, as well as costs associated with their website domain and hosting.

**CAMPUS RECREATION:** (\$32,000.00) SAC will transfer the funding to Campus Recreation to support the student intramural program coordinated by the department as well as upkeep of the facility and new equipment. This money will also be used to purchase new items for activities in Trail Point Aquatics and Wellness center as well as the intramural fields.

**CHILD DEVELOPMENT CENTER:** (\$15,000.00) SAC will transfer money to the Ankeny Child Development Center to supplement the cost of student with state funding allowances along with general repair and supplies for the center.

**CLUB/ORG FUNDING:** (\$6,000.00) This money is used as an incentive to have clubs/organizations complete the annual registration process by the registration deadline. If a club/organization completes the registration process and mandated equity report by the set deadline the Student Activities Office will transfer \$150.00 in to their on-campus account. The incentive allows student activities to provide extra encouragement for student groups. The funding also provides new clubs/organizations seed money to begin activities and recruitment for members on campus.

**CLUB/ORG TRAVEL:** (\$23,400.00) This money is allocated to supplement travel expenses that Ankeny Campus students who are members in registered clubs/student organizations attend for their club to field trips and/or national, regional, state or local conferences. The amount allocated is figured based on the club travel formula based on the five regions of travel throughout the United States, with students traveling the greatest distance receiving the highest amount of funding. Each club/organization is limited to one funded trip per fiscal year. We voted to increase the region rates and hotel allocations starting July 1, 2022. We added extra into the budget to plan for more travel and for the new rates.

**CONFERENCE TRAVEL/LEADERSHIP:** (\$2,000) This account provides funding for SAC student delegates and advisor(s) to attend local, regional and/or national conferences. This includes funding for the Community College Legislative Assembly held each Spring as well as traveling to our regional conference (Association for the Promotion of Campus Activities-APCA) in November and any other leadership opportunities for SAC students.

**CREATIVE WRITING:** (\$2,600.00) This allocation will be used for scholarship money for the winners/runner-ups of the annual Creative Writing contest along with printing costs for the Expressions magazine.

**FOOD PANTRY:** (\$11,000.00) SAC will help support the food pantry on campus by providing funds to purchase meals and grab and go snacks for both the Building 5 pantry and Building 6 pantry.

**LITERARY ARTS FESTIVAL:** (\$3,000.00) This money will help pay for the stipends for the visiting writers during the Literary Arts Festival in the Spring semester.

**ORGANIZATION/OPERATION:** (\$11,000.00) The money in this account will be used for organizational/operational costs of the Student Activities Office and SAC. Costs include music license fees, supplies, materials and equipment repair.

**PUBLICATIONS/PROMOTIONS:** (\$6,000.00) This money will be used to pay for Student Activities Office and SAC promotion and awareness projects.

**SAC PROGRAMMING:** (\$40,000.00) This money is used to contract entertainment and educational activities for the Ankeny Campus. This will include speakers, craft nights, make and takes, Diversity programming, and more.

**STUDY ABROAD:** (\$3,000.00) This money is being used to help fund student scholarships for those taking part in the London Study Abroad 2025 program as well as provide events and programs for those students in London. We increased their funding for students traveling on the Belize trip in the May term.

**TICKET SALES:** (\$1,000.00) Money in this account will be used to provide a discount to Ankeny students on various tickets from around the Des Moines metro.

**THEATER:** (\$13,000.00) SAC will transfer funds to the Ankeny Theater to assist with royalty costs for both the Fall and Spring productions. This money will also assist with any pre-production costs (set building, marketing, costumes, etc.) that help make the shows successful.

#### **Accounts Carried Forward**

**Copy Machine:** (Balance as of April 2025 is \$12,213.22) Money in this account will be used to secure a yearly maintenance agreement and purchase supplies for the copier located in the Student Activities Office and the large poster printer. We are also looking at purchasing a laminator and or a new poster printer for student clubs. We can also use this to cover the cost for our new student planners we have been handing out the last couple of years.



## **FY2026 Student Activities Budget**

Date: April 29, 2025  
To: Dr. Allen Goben, Erica Spiller, and the DMACC Board of Directors  
From: Amanda Strayer, *Student Activities Coordinator*  
Re: Student Activities Budget for FY2026

The Student Activities Budget for the DMACC Boone Campus Student Activities Council is submitted for approval by DMACC Administration and the DMACC Board of Directors, as required by Iowa Code § 260C.18(7). This code stipulates that student government units determine the expenditure of student activity funds, subject to administrative and board approval. As the primary representative of the student body, the Student Activities Council is responsible for both assessing and disbursing these funds.

The budget for the 2025-2026 academic year was developed through the following process:

1. Club budget request forms were distributed to club advisors on March 24, 2025.
2. The Student Activities Council reviewed funding requests on April 8, 2025.
3. The Student Activities Council Treasurer finalized the budget on April 10, 2025.
4. The Student Activities Council approved the budget by a majority vote on April 15, 2025.

Based on confirmed income from the fall 2024 and spring 2025 semesters, estimated summer 2025 income, and projected FY2026 enrollment, the Student Activities Council has budgeted \$35,000 for FY2026.

I recommend the attached budget for your approval. Thank you for your consideration.





## FY2026 Student Activities Budget

The DMACC Boone Campus Student Activities Council presents the following budget for the fiscal year from July 1, 2025 through June 30, 2026. This budget supports student activities and clubs that enhance student development as an integral part of the educational experience.

Revenue for this budget is generated through student activity fees of \$1.25 per semester credit hour. The projected income reflects anticipated student enrollment for the 2025-2026 academic year. Should actual revenue deviate from the projected amount, funds will be allocated to each budget line item proportionally based on the percentage distribution specified in this document. The Student Activities Council reviews and adjusts the budget during the spring semester as needed to account for any enrollment fluctuations.


The Student Activities Council encourages all recipients of these funds to utilize their allocated budgets effectively. Any remaining funds in the accounts will be carried forward to FY2027.

We hereby submit the FY2026 DMACC Boone Campus Student Activities Budget for administrative and board approval:

 4.29.25  
Joy Beran  
Student Activities Council President

 4/29/25  
Amanda Strayer  
Student Activities Coordinator

We hereby approve the FY2026 DMACC Boone Campus Student Activities Budget:

 4-29-2025  
Dr. Allen Goben  
Executive Campus Dean

 5/15/25  
Erica Spiller  
Vice President of Student Affairs



## **FY2026 Student Activities Budget**

<b>Budget Line</b>	<b>Budget Amount</b>	<b>Budget Percentage</b>
Banner News	\$0.00	0.00%
Bible Fellowship Association	\$600.00	2.00%
Drama Club	\$0.00	0.00%
Fellowship of Christian Athletes	\$1,000.00	3.00%
Fitness & Sports Management	\$500.00	1.00%
Future Business Leaders of America	\$0.00	0.00%
In My Boots	\$1,800.00	5.00%
Intramurals	\$400.00	1.00%
Nursing Club	\$0.00	0.00%
Pep Band	\$800.00	2.00%
Phi Theta Kappa	\$3,000.00	9.00%
STEM Club	\$2,000.00	6.00%
Student Activities Council	\$24,900.00	71.00%
<b>Total</b>	<b>\$35,000.00</b>	<b>100.00%</b>



## FY2026 Student Activities Budget

### Explanation of Accounts

**Banner News (\$0):** assist with publishing the student newspaper; promote student voices and campus news.

**Bible Fellowship Association (\$600):** provide meeting supplies.

**Drama Club (\$0):** assist with producing fall and spring semester plays.

**Fellowship of Christian Athletes (\$1,000):** provide meeting supplies; cover expenses associated with attending conferences and conventions and organizing club events.

**Fitness & Sports Management (\$500):** promote healthy lifestyles through exercise and diet; cover expenses associated with attending conferences and organizing club events.

**Future Business Leaders of America (\$0):** promote professional development; cover expenses associated with attending conferences and competitions.

**In My Boots (\$1,800):** promote community service, mental health awareness, and support for military families; cover expenses associated with organizing club events.

**Intramurals (\$400):** provide program supplies and prizes.

**Nursing Club (\$0):** provide meeting supplies and graduation flowers; support club engagement in campus activities and community events.

**Pep Band (\$800):** provide program supplies; assist with performing at DMACC Athletics events; promote school spirit.

**Phi Theta Kappa (\$3,000):** assist with membership fees; cover expenses associated with attending conferences and conventions, implementing orientations and induction ceremonies and receptions, and organizing club events.

**STEM Club (\$2,000):** promote STEM awareness and interest; cover expenses associated with attending conferences and competitions and organizing club events.

**Student Activities Council (\$24,900):** provide a comprehensive activities program including social gatherings, educational opportunities, special events, and leadership development opportunities; promote student engagement, personal development, and a connected and vibrant campus community. Clubs may request travel or special project funding in addition to their allotted amount.

**Student Activities Council Budget**  
**Fiscal Year 2025-2026**  
**DMACC Newton Campus**

The Student Activities Council of the Des Moines Area Community College, Newton campus along with its Advisor, has approved and recommends the following budget for fiscal year July 1, 2025 to June 30, 2026. The budget is based on activity fees collected at \$1.25 per semester credit hour. Budget allocations will be adjusted after final enrollment is figured in September 2025, and likewise in January 2026.

Student Activities income is based on the projected number of credits for which students will enroll during fiscal year 2025-2026. The Student Activities Council traditionally revises the yearly budget during spring semester to make allowances for lack of or increases in enrollment.

Funds remaining in the Student Activities Account on June 30, 2026 will be allocated by the SAC Advisor and Council.

We hereby submit for Administrative and Board Approval the 2025-2026 Newton Campus Student Activities Council Budget.



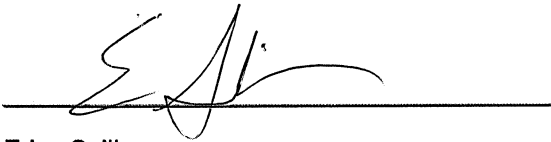
Kara Dirksen

Coordinator, Student Activities Council



Bill Peters

Executive Campus Dean, Newton Campus



Erica Spiller

Vice President, Student Affairs



<u>Budget Line</u>	<u>Budget Amount</u>
Clubs and Organizations	\$1800
Student Lounge	\$2100
Entertainment	\$1000
Leadership	\$600
Orientation	\$500
SAC programming	\$3000
Wellness Programming	\$700
Welcome Weeks/Dig into DMACC	\$800
<b>TOTAL</b>	<b>\$10,500</b>

**Explanation of counts:**

**Clubs and Organizations: (\$1800)**

This fund will provide new and existing Newton Campus Clubs money to support activities and events. Clubs include: Campus Fellowship, Nursing Club, Student Court Reporting Association Club and Phi Theta Kappa.

**Student Lounge: (\$2100)**

Monies in this account will be used for providing supplies, coffee, games and snacks for student use in the lounge. This space is also used for club meetings.

**Entertainment: (\$1000)**

Monies in this account will be used for providing entertainment for a variety of campus events, decided upon by students.

**Leadership: (\$600)**

This money will be used to hold leadership development events and activities on the Newton Campus.

**Orientation: (\$500)**

This allocation will provide funds for fall, spring and summer orientation sessions.

**SAC programming: (\$3000)**

This fund will be used to provide a variety of student events, projects and services to the Newton campus. May include: food, entertainment, prizes, educational materials and miscellaneous supplies needed.

**Wellness programming: (\$700)**

This fund will be specifically be used to promote wellness activities and events for our students

**Welcome Week/Dig into DMACC: (\$800)**

These funds are used to provide activities, entertainment and food during the first week of each new semester as a way to welcome new and returning students to campus.

DATE: 05/13/2025  
TO: Jen Wollesen, Executive Campus Dean  
FROM: Maggie Steinkamp, SAC Carroll Campus Advisor  
RE: Student Activities Budget for FY2024

The Student Activities Budget for the Carroll Campus Student Activities Council at Des Moines Area Community College is forwarded for administrative and board approval. This budget was prepared consistent with the Code of Iowa, Chapter 260C.18 number 7 (formerly 280A, Section 1F) which states:

"The expenditure of funds collected from students for activities shall be determined by the student government unit with administrative and board approval."

The 2025-2026 budget approval process was as follows:

1. Budget discussions were held during the regular Carroll Student Activities Council meetings. The Carroll Student Activities Council is not a large enough body to break into a separate Finance Committee, so all **members were involved in the discussion and research process.**
2. The Carroll Student Activities Council approved the budget for 2025-2026 by a majority vote on May 12, 2025.

The Carroll Student Activities Council voted to budget at \$8000 for FY2025 based on confirmed income for Summer 2025, Fall 2025 and Spring 2026 semesters and a projected nearly consistent enrollment for FY 2025.

After working with the Student Activities Council to prepare the 2025-2026 Carroll Campus Student Activity Budget, I recommend the attached budget for approval by the administration and the DMACC Board of Directors. Thank you for your consideration.

**STUDENT ACTIVITIES BUDGET  
FISCAL YEAR 2025-2026  
CARROLL CAMPUS**

The Student Activities Council of the Des Moines Area Community College Carroll Campus, in conjunction with its Advisor, has approved and recommends the following budget for fiscal year July 1, 2025 to June 30, 2026. The budget is based on activity fees collected at \$1.25 per semester credit hour.

Student Activities income is based on the projected number of credits for which students will enroll during fiscal year 2025-2026. The Student Activities Council traditionally revises the budget during spring semester to make allowances for the lack of or increases in enrollment.

Any funds remaining in the Student Activities Account on June 30, 2025 will be allocated by the SAC Carroll Coordinator based on the following formula approved by the Student Activities Council:

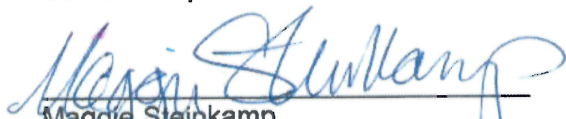
1. Carried over to FY 2026 to be used toward additional student projects.

Funds remaining in the Phi Theta Kappa and Nursing Club accounts will be carried forward to FY2025 and used as designated in the budget.

We hereby submit for Administrative and Board approval the 2025-2026 Carroll Campus Student Activities Budget.

  
\_\_\_\_\_

President's Signature  
Carroll Campus Activities Board

  
\_\_\_\_\_  
Maggie Steinkamp  
Carroll Campus Activities Board Advisor

  
\_\_\_\_\_

Executive Campus Dean  
Carroll Campus

  
\_\_\_\_\_  
Erica Spiller  
VP Enrollment Services  
Student Services

**2025-2026 STUDENT ACTIVITIES BUDGET  
CARROLL CAMPUS**

<b>BUDGET LINE</b>	<b>BUDGET AMOUNT</b>
Club Funding	\$ 300
Entertainment/Speakers	\$ 1,000
Leadership	\$ 400
Socials & Coffee Bar	\$2,000
Student Projects	\$2,400
Welcomefest	\$ 1,900
Total:	\$8,000

**EXPLANATION OF ACCOUNTS:**

**Club Funding: (\$300)** This account provides funds for campus clubs as seed money for the year.

**Entertainment/Speakers: (\$1000)** Monies in this account will be used for events, decided upon by the students. Also covered will be costs of rental of facilities, entertainers, guest speakers, costs of prizes for campus academic contests.

**Socials & Coffee Bar: (\$2000)** This account will be used to provide food-related events for students, such as: picnics, barbecues, holiday coffees, socials, popcorn etc. It will also be used for the Coffee Bar on campus; a \$1 charge per K-cup will be requested.

**Student Projects: (\$2400)** These funds will be used for various Student Activities Council sponsored services to the student body and community. Examples include, but are not limited to: community service projects, appreciation events, fundraisers for scholarships, informational tables and displays, and the purchase of recreational equipment.

**Welcomefest: (\$1900)** These funds are used to provide information and food during the first 5 days of each semester as a way to welcome new and returning students back to campus.

**Accounts carried forward:**

**Phi Theta Kappa:** Beta Theta Xi, the Carroll chapter of Phi Theta Kappa, is a small organization with limited active members yet the chapter participates regionally and nationally. In order to do so, the funds at the end of each year are carried forward with the intent of making the chapter self-sustaining at a future date.

**CARROLL CAMPUS CLUBS:**

The Carroll Campus Student Activities Council recognizes two clubs at this time. This organization may request additional funds from SAC to be used toward travel expenses for one conference per year for their members. Monies may not be used to enhance departmental budgets for classroom materials or supplies. Budget information received by these clubs for fiscal year 2024-2025 is as follows:

**Beta Theta Xi:** This club is part of the Phi Theta Kappa organization and is for honors students. Students pay membership dues which are divided between the national office, regional office and the local chapter. Seed money of \$150 per year is available to be used as start-up funds for fundraising events.

**Nursing Club:** This club for our nursing students on Carroll campus. Seed money of \$150 per year is available to be used as start-up funds for club event.

DATE: 5/6/2025

TO: Erin Lee Schneider, Dean, Students Success and Urban Student Development

FROM: Lee Ann Davis, SAC Advisors

RE: Student Activities Budget for FY25/26

The Student Activities Council (SAC) budget for the Urban Campus at Des Moines Area Community College is forwarded for Administrative and Board Approval. This budget was prepared consistent with the Code of Iowa, Chapter 260C.18 number 7 (formerly 280A, Section 1F) which states:

“The expenditure of funds collected from students for activities shall be determined by the student government unit with administrative and board approval.”

The Student Activities Council (SAC) of Des Moines Area Community College at Urban Campus has approved and recommends the following budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026. SAC’s income is based on the projected number of credits for which students will enroll during fiscal year 2025-2026. SAC traditionally revises the yearly budget during the spring semester to make allowances for any decreases or increases in enrollment. The budget is based on activity fees collected at \$1.25 per semester credit hour with projected enrollment for FY25. The SAC voted to budget \$58,000.00 for the 2025-2026 Academic Year based on approximate income and expenses for Fall 2025 Spring 2026, and Summer 2026

After working with the SAC to prepare the 2025-2026 Urban Campus Student Activity Council budget, the attached budget is submitted for approval by DMACC Administration and the DMACC Board of Directors. We hereby submit for Administrative and Board approval the 2025-2026 DMACC Urban Campus, Student Activities Council Budget.

Thank you for your consideration.

	<b>Incoming</b>	<b>Outgoing</b>
FY24/25 Carry Over	\$20,000.00	
Fall 2025 (Projected Estimate)	\$16,500.00	
Spring 2026 (Projected Estimate)	\$15,500.00	
Summer 2026 (Projected Estimate)	\$6,000.00	
<b>TOTAL:</b>	<b>\$58,000.00</b>	
SAC Sponsored Events		\$6,000.00
Welcome, Finals & Dead Week		\$9,000.00
Fall activities		\$6,000.00
Spring and Summer Activities		\$6,000.00
Fall and Spring Graduations		\$3,000.00
Operating Budget		\$3,000.00
Clubs – Seed Money		\$8,000.00
SDV197		\$3,000.00
Special Projects		\$3,000.00
Marketing/Promotions		\$6,000.00
Funds Available for Requests		\$5,000.00
	<b>TOTAL</b>	<b>\$58,000.00</b>

### **Explanation of Accounts**

**SAC SPONSORED EVENTS (\$6,000.00):** These funds are for student engagement projects, events, and services decided on by the members of the Urban Campus SAC. Besides our events we are working with other campus groups and departments to assist in hosting events that highlight activities which inform as well as honor our students. Examples of such projects and events are events, Friendsgiving, and Veterans Day recognition, Suicide Prevention, Toys for Tots, Chinese New Year, Breast Cancer Awareness, Dive into DMACC, etc.

**WELCOME, FINALS AND DEAD WEEK(S) (\$9,000.00):** Urban SAC is responsible for promoting college spirit and facilitating an environment where students can get connected with their peers and find a sense of belonging on campus. The funds available in this line are for welcoming students to the Urban Campus at the start of Fall and Spring semesters, providing opportunities and activities to support students during Finals and Dead week.

**FALL ACTIVITIES (\$6,000.00)** Activities and purchases that center around community and success of students as they get acclimated to campus life.

**SPRING AND SUMMER ACTIVITIES (\$6,000.00):** To be used as a tool for connecting students to their campus community and promoting the social engagement of peers through interactive activities in the green space.

**FALL AND SPRING GRADUATION RECOGNITION (\$3,000.00):** SAC supports the Urban campus community in celebrating the accomplishments of fellow students graduating in December and May.

**OPERATING BUDGET (\$3,000.00):** Funds in this account are for expenses related to operation and function of the DMACC Urban campus SAC, such as office supplies and copying costs. Funds in this account will be to promote positive faculty/staff and student relations, SAC member appreciation, and building the SAC community.

**CLUBS – SEED MONEY (\$8,000.00):** Each recognized Club will receive an annual grant of \$500 as start-up funds. These funds are designed to give active Clubs the opportunity to help initiate the year's activities. Recognized Clubs and organizations may request additional funds from the designated funds available in "Funds Available for Requests". If/when seeking further support from the SAC, formal proposal must be submitted to the General Assembly to be considered for "Funds Available for Requests".

**SDV 197 (\$3,000.00)** These funds will purchase the book used for the semester, trips or activities we may do in corresponding with our book choice.

**SPECIAL PROJECTS (\$3,000.00):** These funds will be used to help with special donations that SAC would like to do to represent diversity in our building for our students.

**MARKETING AND PROMOTIONAL MATERIAL (\$6,000.00):** To provide banners, signage and promotional materials to students.

**FUNDS AVAILABLE FOR REQUESTS (\$5,000.00):** The funds in this account are available for request by recognized Clubs, campus departments, and organizations. The discretion of the approval of funds is decided upon by the members of the SAC to enhance the social, personal, and professional life of DMACC students.

**FY 25/26 CARRY OVER (\$20,000.00)**



Josue Diaz

**Josue Diaz**  
**President, Student Activities Council**  
**Urban Campus**  
**Date: May 6, 2025**

Lee Ann Davis

**Lee Ann Davis**  
**Advisor, Student Activities Council**  
**Urban Campus**  
**Date: May 6, 2025**

Erin Lee Schneider

**Erin Lee Schneider**  
**Dean, Student Success/Urban Student**  
**Development**  
**Urban Campus**  
**Date: 5.13.2025**

Erica Spiller

**Erica Spiller**  
**Vice President of Student Affairs**  
**Des Moines Area Community College**  
**Date: 5-13-2025**

**DMACC WEST CAMPUS  
STUDENT ACTIVITIES BUDGET  
2025-2026**

Des Moines Area Community College, West Campus Student Activities Board, has developed the following budget for fiscal year July 1, 2025 through June 30, 2026. This budget is based on the collected activity fee of \$1.25 per credit hour that all students pay per semester. Summer 2024 fees were \$3358.75. Fall 2024 fees were \$7967.50 and Spring 2025 fees were \$6330.00. We will be conservative and will not assume any estimated growth in credits in 2025/2026 due current enrollment trends. Based on that assumption, we will estimate anticipated revenues to be approximately \$17,000.00.

The income from the student activity fees is based on the projected enrollment for the 2025-2026 fiscal year. If enrollment does not reach the projected levels, then the income will be proportionately less. The budget is traditionally revised at the beginning of the spring semester, to make allowances for *the lack of or increases in* student enrollment.

Campus Clubs	\$1250.00
Campus Improvement	\$500.00
Celebrate!	\$500.00
Club West Student Credit	\$4000.00
Community Service Projects	\$500.00
Creative Writing/Publication	\$250.00
Club West Promotions and SWAG	\$3000.00
SAC "Club West" Operations	\$2000.00
Student Activities/Social Gatherings	\$5000.00
<b>Total</b>	<b>\$17,000.00</b>

**EXPLANATION OF ACCOUNTS:**

**Campus Clubs:** (\$1250.00) The West Campus Student Activities Council recognizes three clubs at this time. These organizations may request funds from SAC to be used to benefit their entire membership throughout the fiscal year. Monies may not be used to enhance departmental budgets for classroom materials or supplies.

**Fellowship Club:** Comprised of students wishing to share fellowship time with other Christians. This club monitors its own spending and has the option of requesting funds up to a total of \$250 from the Student Activities Council.

**PTK – Beta Mu Tau chapter:** This club is a part of PHI THETA KAPPA and has the option of requesting funds up to \$500. from Student Activities Council (An International Academic Honor Society for Two Year and Junior Colleges).

**Animation & Rich Media Club:** This club is comprised of students who are interested and enthusiastic about animation. Most members are currently enrolled in DMACC's Animation Program, but all DMACC students are welcome. It monitors its own spending and has the option of requesting funds up to \$500 from the Student Activities Council.

**Campus Improvements:** (\$500) This account will be used to purchase physical improvements to the campus. Some examples include: gaming systems, pickleball and basketball court improvements.

**Celebrate!:** (\$500) Contributions for event speakers and food for Celebrate! activities.

**Club West Course Credit:** (\$4000.00) We will limit the number of students who can take it as a one-credit course to ensure that there are enough funds to pay for the credit and to host events. We will limit it to 10 students for the fall semester and 10 for the spring semester.

**Community Service Projects:** (\$500) These funds will be used for various Student Activities Council sponsored services to the student body and the West Des Moines community. Examples include, but are not limited to: community service projects, Toys for Tots, DHS family sponsorship, Combat Hunger, Meals From the Heartland and others.

**Creative Writing/Publication:** (\$250) This allocation will be used for scholarship money for the winners/runner-ups of the annual Creative Writing contest, also for the printing of the final publications.

**Club West Promotions and Swag:** (\$3000) We would like to re-brand the logo and hold a contest with prizes. These funds will be used to pay for re-branded promotional swag to get students involved with Club West. These may include but are not limited to pens, notebooks, sunglasses, t-shirts, clips, USB, portable Bluetooth speakers, portable chargers, water bottles, reusable bags, and other promotional material.

**SAC "Club West" Operations:** (\$2000) These funds will be used to pay for expenses related to Club West shirts, biweekly meetings, office supplies, and miscellaneous operation expenses. This account will also be used to purchase materials/supplies to promote campus-wide involvement in Student Activities Council sponsored events and DMAC itself.

**Student Activities/Social Gatherings:** (\$5000) This account will be used to provide food, entertainment, prizes, and non-alcoholic beverages for events such as: discount lunches, welcome back events, DYI craft events, barbecues, coffee, socials, bowling, educational speakers, and special events.

**CARRY-OVER FUNDS:**

All funds still remaining in the account at the end of the fiscal year will be carried over for the use of special projects and activities for the benefit and development of the student body of the Des Moines Area Community College West Campus.

I verify this fiscal report to be accurate and it truly reflects the decisions of the 2025-2026 DMACC Student Activities Council of the West Campus.

  
\_\_\_\_\_  
Student Activities Advisor

5/1/2025  
Date

I have received and reviewed the proposed budget for fiscal year 2025-2026 for the Des Moines Area Community College West Campus Student Activities Council, and indicate my approval of said budget with my signature below.

Kristin Brookover  
\_\_\_\_\_  
West Campus Executive Dean

05/02/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
VP Student Affairs

5/15/25  
\_\_\_\_\_  
Date



# ***BOARD REPORT***

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

*Number: 25-056  
Date: June 16, 2025  
Page: 1*

## **AGENDA ITEM**

Consideration to renew membership dues to the Association of Community College Trustees.

## **BACKGROUND**

DMACC's annual membership dues in the Association of Community College Trustees (ACCT) for the period July 1, 2025 to June 30, 2026 have been invoiced in the sum of \$8,379.00 based on the Fall 2024 district headcount.

## **RECOMMENDATION**

It is recommended that the Board approve a motion renewing membership in ACCT and authorizing payment of annual dues in the amount of \$8,379.00

Robert J. Denson, President

Attachment: ACCT Membership invoice



Association of Community College  
Trustees  
P.O. Box 98354  
Washington, D.C 20090-8300

**Customer #: 0000033620**

## Invoice

Robert Denson  
Des Moines Area Community College  
2006 S Ankeny Blvd  
Ankeny, IA 50023-8995  
UNITED STATES

Invoice #: I-127653  
Invoice Date 05/09/2025  
Invoice Terms: Net 30

Description	Quantity	Price	Discount	Amount
ACCT Membership 7/1/2025 - 6/30/2026	1	\$8,379.00	0	\$8,379.00

ACCT offers four convenient payment options:

1. **Pay Online by credit card** at [www.acct.org](http://www.acct.org). Click on "Renew Membership". You will need to log in with your email address and password.
2. **Pay by Phone:** Call (202) 775-2406 to make a credit card payment.
3. **Pay by Mail:** Return a copy of your invoice with your payment by mail to ACCT, P.O. Box 98354, Washington, DC 20090-8300.
4. **Pay by ACH:** Bank: Capital One, ABA: 065000090 Acct # 4670308369.

Invoice Total	\$8,379.00
Taxes	\$0.00
Amount Paid	\$0.00
<b>PLEASE PAY</b>	<b>\$8,379.00</b>

PLEASE DETACH AND REMIT WITH YOUR PAYMENT

Invoice #: I-127653

Customer#:0000033620

Robert Denson  
Des Moines Area Community College  
2006 S Ankeny Blvd  
Ankeny, IA 50023-8995  
UNITED STATES

Remit Payment To:

**Association of Community College Trustees**  
P.O. Box 98354, Washington, D.C 20090-8300

Select Payment Method	
<input type="checkbox"/>	Check Enclosed
Card Provider _____	Exp Date ____ / ____
Card # _____	CVV _____
Card Holder's Name _____	
Card Holder's Signature _____	



# ***BOARD REPORT***

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

*Number: 25-057  
Date: June 16, 2025  
Page: 1*

## **AGENDA ITEM**

Consideration to Renew Membership Dues to CC for Iowa

## **BACKGROUND**

DMACC's annual membership dues for the period July 1, 2025 to June 30, 2026 have been invoiced in the sum of \$107,959. Membership dues for FY25 were \$124,195. 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 \$107,959.

Robert J. Denson, President

Attachment: Community Colleges for Iowa yearly invoice



Iowa Association of Community  
College Trustees  
855 E Court Ave  
Des Moines, IA 50309  
515-282-4692

# INVOICE



Invoice #: INV-ES030563

Invoice Date: 06/04/25

Amount Due: \$107,959.00

**Bill To:**

Des Moines Area Community College  
2006 South Ankeny Boulevard  
2006 South Ankeny Blvd.  
Ankeny, IA 50023  
United States

Due Date
08/01/25

Item	Description	Quantity	Price	Amount
2025-2026 Dues	IACCT Membership Dues	1	\$107,959.00	\$107,959.00

Subtotal: \$107,959.00

Sales Tax: **\$0.00**

Total: \$107,959.00

Payments: **\$0.00**

Amount Due: \$107,959.00

We appreciate your support!

To pay online, go to <https://app02.us.bill.com/p/iacct>



# **BOARD REPORT**

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

*Number: 25-058  
Date: June 16, 2025  
Page: 1*

## **AGENDA ITEM**

### **FY25 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 527 changes made to the curriculum DMACC offers for Fall 2025 in compliance with the Iowa Department of Education:

6	New Program/Awards
6	Program/Award Deletions
25	Course Deletions
29	New Courses
57	Course Modifications
85	Program Modifications
319	Administrative/Competency Changes

## **RECOMMENDATION**

It is recommended that the Board approve the FY25 Curriculum Activity Summary.

Robert J. Denson, President

Attachment: FY25 Curriculum Activity Summary

<b>Award Type</b>	<b>Program Title</b>	<b>Change Type</b>
GRD 471	Interactive Media II	Course Deletion
GRT 404	Intro to Visual Communication	Course Deletion
GRT 404	Intro to Visual Communication	Course Deletion
RCP 100	Intro to Respiratory Care I	Course Deletion
RCP 240	Respiratory Therapeutics	Course Deletion
RCP 400	Resp Therapy Pharmacology	Course Deletion
RCP 410	Cardio/Pulmonary Diagnostics	Course Deletion
RCP 501	Advanced Respiratory Therapy	Course Deletion
RCP 601	Neonatal/Ped Resp Therapy	Course Deletion
RCP 640	Introduction to Sleep Medicine	Course Deletion
RCP 645	Sleep Medicine I	Course Deletion
RCP 650	Sleep Medicine II	Course Deletion
RCP 700	Resp Therapy Practicum I	Course Deletion
RCP 705	Resp Therapy Practicum II	Course Deletion
RCP 710	Resp Therapy Practicum III	Course Deletion
RCP 715	Resp Therapy Practicum IV	Course Deletion
RCP 720	Resp Therapy Practicum V	Course Deletion
RCP 770	Sleep Practicum I	Course Deletion
RCP 775	Sleep Practicum II	Course Deletion
RCP 780	Sleep Practicum III	Course Deletion
RCP 800	Resp Therapy Mgmt & Ethics	Course Deletion
WDV 150	E-Commerce	Course Deletion
WDV 351	Website Application Components	Course Deletion
GRD 471	Interactive Media II	Course Deletion
CRC 130	Machine Shorthand Theory II	Course Deletion
EDU 245	Exceptional Learner	Administrative/Competency Changes
ELT 123	Programmable Controllers	Administrative/Competency Changes
HSV 220	Intro to Counseling Theories	Administrative/Competency Changes
MFG 140	Geometric Dimension/Tolerance	Administrative/Competency Changes
HSC 130	Interviewing/Interper Relation	Administrative/Competency Changes
ELT 125	Advanced PLC	Administrative/Competency Changes

Award Type	Program Title	Change Type
ELT 622	Microcontrollers	Administrative/Competency Changes
ELT 623	Microcontrollers Lab	Administrative/Competency Changes
ACC 124	Accounting Professionalism	Administrative/Competency Changes
MFG 412	Advanced Die Making Theory	Administrative/Competency Changes
ECN 130	Principles of Microeconomics	Administrative/Competency Changes
MFG 290	Heat Treatments	Administrative/Competency Changes
ELT 722	Advanced Robotics	Administrative/Competency Changes
CAD 139	Intro to CAD/CAM	Administrative/Competency Changes
MFG 271	Grinders Lab	Administrative/Competency Changes
MFG 403	Basic Die Making Lab	Administrative/Competency Changes
CRC 250	Single-voice Speed Dev III	Administrative/Competency Changes
CRC 175	Realtime Tech Applications	Administrative/Competency Changes
CEC 180	Single-voice Speed Dev I	Administrative/Competency Changes
CRC 220	Single-voice Speed Dev II	Administrative/Competency Changes
CRC 275	Internship	Administrative/Competency Changes
CRC 190	Realtime Court Reprtng Proc I	Administrative/Competency Changes
MOR 315	Funeral Law II	Administrative/Competency Changes
MFG 132	Machine Trade Printreading II	Administrative/Competency Changes
CIS 125	Intro to Programming Logic w/	Administrative/Competency Changes
ECN 120	Principles of Macroeconomics	Administrative/Competency Changes
CRC 150	Intro to Realtime Tech	Administrative/Competency Changes
CRC 160	Intro to Speed Development	Administrative/Competency Changes
CRC 183	Multi-voice Speed Dev I	Administrative/Competency Changes
CRC 195	Realtime Medical Terminology	Administrative/Competency Changes
CRC 230	Realtime Court Reprtng Proc II	Administrative/Competency Changes
AUT 615	Auto Electricity/Electronics	Administrative/Competency Changes
AUT 652	Adv Automotive Electricity	Administrative/Competency Changes
AUT 847	Electrical Systems Diagnosis	Administrative/Competency Changes
MOR 320	Thanatology	Administrative/Competency Changes
MOR 323	Funeral Directing I	Administrative/Competency Changes

Award Type	Program Title	Change Type
MOR 324	Funeral Home Operations I	Administrative/Competency Changes
MOR 331	Funeral Home Management	Administrative/Competency Changes
MOR 333	Funeral Directing II	Administrative/Competency Changes
MOR 334	Funeral Home Operations II	Administrative/Competency Changes
MOR 335	Embalming I	Administrative/Competency Changes
MOR 336	Embalming I Clinical	Administrative/Competency Changes
MOR 340	Embalming II	Administrative/Competency Changes
MOR 341	Embalming II Clinical	Administrative/Competency Changes
MOR 940	Funeral Capstone	Administrative/Competency Changes
MOR 941	Practicum	Administrative/Competency Changes
CIS 171	Java	Administrative/Competency Changes
CRC 100	Machine Shorthand Theory I	Administrative/Competency Changes
ACC193	Accounting Procedures/Mgmt	Administrative/Competency Changes
ACC311	Computer Accounting	Administrative/Competency Changes
ACC268	Business Tax	Administrative/Competency Changes
ACC222	Cost Accounting	Administrative/Competency Changes
ADM265	Supervised Practical Exp.	Administrative/Competency Changes
AGS245	Introduction to Animal Disease	Administrative/Competency Changes
AGV920	Spanish for the Vet Tech	Administrative/Competency Changes
AGV338	VTNE Review Course II	Administrative/Competency Changes
ANT150	Global Issues-Local Perspec	Administrative/Competency Changes
ARC169	Materials & Assemblies III	Administrative/Competency Changes
ARC180	Building Codes	Administrative/Competency Changes
ARC181	Construction Documents Tech	Administrative/Competency Changes
ARC116	Construction Estimating	Administrative/Competency Changes
ARC128	Architectural Drafting III	Administrative/Competency Changes
ARC165	Materials & Assemblies I	Administrative/Competency Changes
ARC127	Architectural Drafting II	Administrative/Competency Changes
ARC167	Materials & Assemblies II	Administrative/Competency Changes
ARC114	Architectural Drafting I	Administrative/Competency Changes

Award Type	Program Title	Change Type
ARC190	Presentation Graphics	Administrative/Competency Changes
ART226	Alternative Photo Processes	Administrative/Competency Changes
ART148	Landscape Painting	Administrative/Competency Changes
ART176	Tilemaking	Administrative/Competency Changes
ASL151	American Sign Language I	Administrative/Competency Changes
ASL155	Amer Sign Lang II: Non-Majors	Administrative/Competency Changes
ASL181	American Sign Language II	Administrative/Competency Changes
ASL251	American Sign Language III	Administrative/Competency Changes
ASL291	American Sign Language IV	Administrative/Competency Changes
ASM263	Practicum I: Quality of Life	Administrative/Competency Changes
ASM264	Practicum II: Human Resources	Administrative/Competency Changes
ASM265	Practicum III: Finance	Administrative/Competency Changes
ASM266	Practicum IV: Environment	Administrative/Competency Changes
ASM267	Practicum V: Leadership & Mgmt	Administrative/Competency Changes
ATC335	Service/Repair Chrysler Engine	Administrative/Competency Changes
ATC336	Chrysler Fuel Systems	Administrative/Competency Changes
ATC346	Chrysler Engine Performance	Administrative/Competency Changes
ATC347	Chrysler Heating & AC	Administrative/Competency Changes
ATC328	Chrysler Elec Systems Repair	Administrative/Competency Changes
ATC354	Chrysler Manual Drivetrains	Administrative/Competency Changes
ATC355	Chrysler Automatic Drivetrains	Administrative/Competency Changes
ATC360	Technical Internship V	Administrative/Competency Changes
ATC356	Advanced Chrysler Systems	Administrative/Competency Changes
ATF280	Ford Steering/Susp/Brakes	Administrative/Competency Changes
ATF290	Adv. Ford Steering/Susp/Brake	Administrative/Competency Changes
AVI130	Private Pilot Ground School	Administrative/Competency Changes
AVI213	Instrument Flight Theory	Administrative/Competency Changes
AVI172	Private Pilot Flight Training	Administrative/Competency Changes
AVM103	Aircraft-Materials/Processes	Administrative/Competency Changes
AVM104	Regulations and Publications	Administrative/Competency Changes

Award Type	Program Title	Change Type
AVM125	Airframe Structure and Repair	Administrative/Competency Changes
AVM145	Aircraft Welding	Administrative/Competency Changes
AVM147	Airframe Fuel Systems	Administrative/Competency Changes
AVM170	Aircraft Drawings	Administrative/Competency Changes
AVM100	Cleaning/Corrosion Control	Administrative/Competency Changes
AVM107	Weight and Balance	Administrative/Competency Changes
AVM111	Ground Operations & Servicing	Administrative/Competency Changes
AVM121	Weather and Warning Systems	Administrative/Competency Changes
AVM124	Aircraft Assembly/Rigging	Administrative/Competency Changes
AVM129	Landing Gear & Brake Systems	Administrative/Competency Changes
AVM132	Airframe/Powerplant Inspection	Administrative/Competency Changes
AVM139	Instruments/Fire Protection-PP	Administrative/Competency Changes
AVM168	Fluid Lines and Fittings	Administrative/Competency Changes
AVM112	Aircraft Electrical Systems	Administrative/Competency Changes
AVM133	Hydraulic/Pneumatic Power Sys	Administrative/Competency Changes
AVM141	Control Systems	Administrative/Competency Changes
AVM165	Communication and Navigation	Administrative/Competency Changes
BIO243	Topics in Biotechnology	Administrative/Competency Changes
BIO732	Health Science Microbiology	Administrative/Competency Changes
BPT102	Intro to Biomass Process Tech	Administrative/Competency Changes
BUS250	Principles of Real Estate	Administrative/Competency Changes
BUS904	Legal Study Tour	Administrative/Competency Changes
BUS150	E-Commerce on the Web	Administrative/Competency Changes
CET305	Field Coop	Administrative/Competency Changes
CET307	Field Orientation	Administrative/Competency Changes
CET304	Field Coop	Administrative/Competency Changes
CIS179	Java Programming II	Administrative/Competency Changes
CIS421	COBOL - Intermediate	Administrative/Competency Changes
CIS247	Intro to XML	Administrative/Competency Changes
CIS215	Server-Side Web Programming	Administrative/Competency Changes

Award Type	Program Title	Change Type
CIS240	E-Commerce Website II	Administrative/Competency Changes
CIS720	Help Desk Operations	Administrative/Competency Changes
CIS178	Java Programming I	Administrative/Competency Changes
CIS413	Cobol II	Administrative/Competency Changes
CIS154	Computational Structures	Administrative/Competency Changes
CIS402	Cobol	Administrative/Competency Changes
CIS505	Structured Systems Analysis	Administrative/Competency Changes
CIS604	Visual Basic	Administrative/Competency Changes
COM148	Diversity and the Media	Administrative/Competency Changes
CON205	Intro to Construction Tech	Administrative/Competency Changes
CRJ296	Latent Friction Ridge Evidence	Administrative/Competency Changes
DAT500	SAS Visual Analytics	Administrative/Competency Changes
DRA147	Creative Drama School/Rec	Administrative/Competency Changes
DSL330	Diesel Engine Tune-Up	Administrative/Competency Changes
ECE216	Tchg Young Dual Lang Learners	Administrative/Competency Changes
ECE944	Field Experience Seminar I	Administrative/Competency Changes
EDU213	Intro to Education	Administrative/Competency Changes
ELT478	Basic Imaging Devices	Administrative/Competency Changes
ELT479	Basic Imaging Devices Lab	Administrative/Competency Changes
ELT781	Electro-Mechanical Systems	Administrative/Competency Changes
ELT782	Electro-Mechanical Systems Lab	Administrative/Competency Changes
ELT482	Security Systems	Administrative/Competency Changes
ELT483	Security Systems Lab	Administrative/Competency Changes
ELT93	Concepts Electronics/Computers	Administrative/Competency Changes
ELT611	Microprocessors	Administrative/Competency Changes
ELT612	Microprocessors Lab	Administrative/Competency Changes
ELT389	Fabrication Techniques	Administrative/Competency Changes
ELT385	Electric Circuit Analysis I	Administrative/Competency Changes
ELT386	Elec Circuit Analysis I Lab	Administrative/Competency Changes
ELT326	Digital Electronics Lab	Administrative/Competency Changes



Award Type	Program Title	Change Type
ELT643	Process Control Instrument	Administrative/Competency Changes
ELT725	Intro Flexible Manufacturing	Administrative/Competency Changes
ELT369	DC & AC Fundamentals Lab	Administrative/Competency Changes
ELT126	Industrial Electronics	Administrative/Competency Changes
ELT614	Microproc. & Microcontrollers	Administrative/Competency Changes
ELT181	Adv Math for Electronics Tech	Administrative/Competency Changes
ELT470	Bus Imaging & Security Applic.	Administrative/Competency Changes
ELT471	Bus Imaging & Security App Lab	Administrative/Competency Changes
ELT143	Mechanisms	Administrative/Competency Changes
ELT146	Mechanisms Lab	Administrative/Competency Changes
EMS105	IA Law Enforcement Emerg Care	Administrative/Competency Changes
ENV160	Restoring Plant Communities	Administrative/Competency Changes
ENV145	Conservation Biology	Administrative/Competency Changes
FIN214	Stocks, Bonds and Investments	Administrative/Competency Changes
FIR212	Emergency Scene Management	Administrative/Competency Changes
FIR230	Fire Behavior & Investigation	Administrative/Competency Changes
FIR290	Fire Fighter I Certification	Administrative/Competency Changes
FIR213	Principles Emergency Services	Administrative/Competency Changes
FLA141	Elementary Arabic I	Administrative/Competency Changes
FLA142	Elementary Arabic II	Administrative/Competency Changes
FLA241	Intermediate Arabic I	Administrative/Competency Changes
GEO125	Regional Geog of the Dev World	Administrative/Competency Changes
GLS199	Japan: The Changing Tradition	Administrative/Competency Changes
GRD419	Lettering and Sign Art	Administrative/Competency Changes
GRD462	Computer Graphics II	Administrative/Competency Changes
GRD475	After Effects Compositing	Administrative/Competency Changes
GRD491	Demo Reel Production	Administrative/Competency Changes
GRD484	Premiere/Video Editing I	Administrative/Competency Changes
GRD900	Field Studies Graphic Design	Administrative/Competency Changes
GRD465	3D Modeling and Texturing	Administrative/Competency Changes

Award Type	Program Title	Change Type
GRD477	Storyboarding & Scriptwriting	Administrative/Competency Changes
GRD479	Digital Audio	Administrative/Competency Changes
GRD494	Animation Capstone	Administrative/Competency Changes
GRT415	Digital Imaging I	Administrative/Competency Changes
GRT453	Printing Methods Capstone	Administrative/Competency Changes
GRT424	Digital Imaging II	Administrative/Competency Changes
GRT426	Digital Publishing III	Administrative/Competency Changes
GRT466	Digital Imaging for Print	Administrative/Competency Changes
GRT420	Advanced Printing Methods	Administrative/Competency Changes
GRT427	Specialty Printing Methods	Administrative/Competency Changes
GRT430	Emerging Technologies	Administrative/Competency Changes
GRT455	Digital Publishing Capstone	Administrative/Competency Changes
GRT433	InDesign III	Administrative/Competency Changes
HCM550	Food and Wine Seminar	Administrative/Competency Changes
HCM104	Sanitation & Equipment Lab	Administrative/Competency Changes
HIS280	Family History Research	Administrative/Competency Changes
HIS249	StudyAbroad:BritLife & Culture	Administrative/Competency Changes
HSC159	ESL Prep for Healthcare Educ.	Administrative/Competency Changes
HSC231	Medical Science Observation I	Administrative/Competency Changes
HSC240	Human Nutrition	Administrative/Competency Changes
HSC281	Limited Radiology	Administrative/Competency Changes
IND124	Control Systems Overview	Administrative/Competency Changes
ITP146	ASL Interp Voice to Sign I	Administrative/Competency Changes
ITP152	ASL Interp Sign to Voice I	Administrative/Competency Changes
ITP133	Deaf Culture and Community	Administrative/Competency Changes
ITP148	ASL Interp Voice to Sign II	Administrative/Competency Changes
ITP154	ASL Interp Sign to Voice II	Administrative/Competency Changes
ITP190	Ethics in ASL Interpreting	Administrative/Competency Changes
ITP123	Intro to ASL Interpreting	Administrative/Competency Changes
ITR294	Judiciary Interpretation II	Administrative/Competency Changes

Award Type	Program Title	Change Type
ITR297	Judiciary Translation	Administrative/Competency Changes
JOU163	News Media and Politics	Administrative/Competency Changes
MAP106	Medical Office Essentials	Administrative/Competency Changes
MAP155	Medical Coding Cert Prep	Administrative/Competency Changes
MFG152	Rel Weld Blueprint - Mfg Tech	Administrative/Competency Changes
MFG171	Manufacturing Welding I	Administrative/Competency Changes
MFG502	Intro Statistical Process Cntl	Administrative/Competency Changes
MFG340	Basic Lathe Operation	Administrative/Competency Changes
MFG341	Vertical Mill Operation	Administrative/Competency Changes
MFG521	Measuring Devices - SPC	Administrative/Competency Changes
MFG523	Controlling Mfg Business Costs	Administrative/Competency Changes
MFG330	CNC Mill Operations Theory	Administrative/Competency Changes
MFG331	CNC Mill Operations Lab	Administrative/Competency Changes
MFG350	CNC Lathe Operations Theory	Administrative/Competency Changes
MFG351	CNC Lathe Operations Lab	Administrative/Competency Changes
MFG359	CNC Lathe Setup and Oper Lab	Administrative/Competency Changes
MFG411	Progressive Die Design	Administrative/Competency Changes
MKT184	Customer Service	Administrative/Competency Changes
MKT115	Business-to-Business Marketing	Administrative/Competency Changes
MLT282	Clinical Lab Practicum II	Administrative/Competency Changes
MLW444	Advanced Equipment Techniques	Administrative/Competency Changes
MLW445	Millimeter Cabinet Tech	Administrative/Competency Changes
MLW446	Millwork Techniques	Administrative/Competency Changes
MLW447	Introduction to Application	Administrative/Competency Changes
MLW448	Adv Millwork Application I	Administrative/Competency Changes
MLW449	Adv Millwork Application II	Administrative/Competency Changes
MLW440	Blueprint Reading and Layout	Administrative/Competency Changes
MLW441	Material Identification/Usage	Administrative/Competency Changes
MLW442	Introduction to Portable Tools	Administrative/Competency Changes
MLW443	Stationary Equipment	Administrative/Competency Changes

Award Type	Program Title	Change Type
MUS337	20th Century Music His/Theory	Administrative/Competency Changes
MUS329	Medieval-Renaiss. His/Theory	Administrative/Competency Changes
NET436	Linux Network Programming	Administrative/Competency Changes
NET532	Linux Enterprise Admin. II	Administrative/Competency Changes
NET653	Microsoft Exchange Server	Administrative/Competency Changes
NET711	SQL Database	Administrative/Competency Changes
NET434	Linux Systems & Certification	Administrative/Competency Changes
NET226	Scaling Networks	Administrative/Competency Changes
NET227	Connecting Networks	Administrative/Competency Changes
OPT132	Ophthalmic Dispensing II	Administrative/Competency Changes
OPT140	Contact Lenses	Administrative/Competency Changes
OPT803	Preclinical	Administrative/Competency Changes
OPT818	Clinical Externship	Administrative/Competency Changes
PEA110	Badminton I	Administrative/Competency Changes
PEA117	Bowling I	Administrative/Competency Changes
PEA164	Swimming I	Administrative/Competency Changes
PEA176	Volleyball I	Administrative/Competency Changes
PEA102	Aerobic Fitness I	Administrative/Competency Changes
PEA134	Golf I	Administrative/Competency Changes
PEA146	Physical Fitness I	Administrative/Competency Changes
PEA174	Tennis I	Administrative/Competency Changes
PEA234	Golf II	Administrative/Competency Changes
PEC191	Current Issues in Coaching	Administrative/Competency Changes
PEC215	Sport Mechanics for Coaches	Administrative/Competency Changes
PEV190	Varsity Spirit Squad	Administrative/Competency Changes
PHR180	Pharm Tech Orientation & Law	Administrative/Competency Changes
PHR181	Pharmacy Operations I w/lab	Administrative/Competency Changes
PHR183	Pharm Calc/Compounding w/lab	Administrative/Competency Changes
PHR182	Pharmacy Operations II w/lab	Administrative/Competency Changes
PHR803	Pharmacy Tech Internship I	Administrative/Competency Changes

Award Type	Program Title	Change Type
PHR804	Pharm Tech Internship II	Administrative/Competency Changes
PNN152	Nursing Practice I	Administrative/Competency Changes
PNN153	Success in Nursing	Administrative/Competency Changes
PNN351	Practical Nursing Roles	Administrative/Competency Changes
PNN605	Nursing Practice II	Administrative/Competency Changes
PNN606	Nursing Practice III	Administrative/Competency Changes
PRL141	Business & Corporate Law I	Administrative/Competency Changes
RDG163	Speed Reading	Administrative/Competency Changes
RDG49	College Reading II	Administrative/Competency Changes
SDV157	Building a Professional Portfo	Administrative/Competency Changes
SDV227	Coop Career Experience VI	Administrative/Competency Changes
SOC282	Environmental Sociology	Administrative/Competency Changes
SPC170	Professional Communication	Administrative/Competency Changes
SRV120	US Public Lands Survey System	Administrative/Competency Changes
SRV240	Boundary Law	Administrative/Competency Changes
SRV215	Intro to Land Information Sys	Administrative/Competency Changes
SRV230	Land Subdivision	Administrative/Competency Changes
SRV110	Survey Drafting	Administrative/Competency Changes
SRV220	Boundary Surveying	Administrative/Competency Changes
SRV235	Introduction to Geodesy	Administrative/Competency Changes
SRV210	Safety in the Work Environment	Administrative/Competency Changes
SRV225	Surveying Ethics	Administrative/Competency Changes
SRV305	Field Coop	Administrative/Competency Changes
TEL222	Telecom Outside Plant	Administrative/Competency Changes
TEL232	Data Communications	Administrative/Competency Changes
WAT308	Wastewater Analysis	Administrative/Competency Changes
WAT211	Industrial Pretreatment	Administrative/Competency Changes
WAT306	Wastewater Collection Systems	Administrative/Competency Changes
WAT411	Advanced Waste Treatment	Administrative/Competency Changes
WAT210	Wastewater Treatment: Indus	Administrative/Competency Changes

Award Type	Program Title	Change Type
WAT304	Water Treatment I	Administrative/Competency Changes
WAT307	Wastewater Treatment I	Administrative/Competency Changes
WAT102	Water and Wastewater Maint	Administrative/Competency Changes
WAT313	Water Distribution Systems II	Administrative/Competency Changes
WAT100	Water/Wastewater Operator Math	Administrative/Competency Changes
WDV331	Dreamweaver Applications	Administrative/Competency Changes
WDV445	Content Management Systems II	Administrative/Competency Changes
WDV245	Content Management Systems I	Administrative/Competency Changes
WDV261	Intro Flash	Administrative/Competency Changes
WEL236	Advanced Arc Welding I (GMAW)	Administrative/Competency Changes
WEL237	Advanced Arc Welding II (GMAW)	Administrative/Competency Changes
WEL249	Adv Arc II GMAW Alum Unlimited	Administrative/Competency Changes
WEL255	Welding Inspection	Administrative/Competency Changes
ADM 105	Intro to Keyboarding	Course Modify
APP 700	Internship Seminar & Capstone	Course Modify
ART 197	Photography Assistant Basics	Course Modify
AUT 111	Intro to Auto Tech	Course Modify
AUT 112	Intro to AutoTech II	Course Modify
AUT 612	Auto Electrical II	Course Modify
BCA 212	Intro Computer Business Appl	Course Modify
CAD 242	Manufacturing Interfaces	Course Modify
CAD 152	CAD Graphics II	Course Modify
CAD 153	CAD Applications I	Course Modify
CAD 154	CAD Applications II	Course Modify
CAD 182	SolidWorks CAD I	Course Modify
CAD 215	Mechanical Systems	Course Modify
CAD 246	Parametric CAD I	Course Modify
CAD 248	Parametric CAD II	Course Modify
CAD 252	Design Project I	Course Modify
CHM 105	Survey of Chemistry	Course Modify
CIS 153	Data Structures	Course Modify

Award Type	Program Title	Change Type
CIS 161	C++	Course Modify
CIS 169	C#	Course Modify
CIS 171	Java	Course Modify
CIS 189	Python	Course Modify
CRC 253	Multi-voice Speed Dev III	Course Modify
CRJ 303	Intel Analysis & Sec Mgmt	Course Modify
DRA 143	The Business of Acting	Course Modify
DRA 252	Playwriting	Course Modify
ECE 114	Dual Language Learners in ECE	Course Modify
ELE 243	Electric Utility III	Course Modify
ELE 249	Electric Utility IV	Course Modify
ELT 147	NEC Residential	Course Modify
ELT 148	NEC Residential Lab	Course Modify
ELT 172	NEC Commercial/Industrial	Course Modify
ELT 173	NEC Commercial/Industrial Lab	Course Modify
ELT 178	Electrical Grounding	Course Modify
GLS 210	International Year Seminar	Course Modify
HIT 233	ICD-10 Coding	Course Modify
HIT 280	CPT-4 Coding	Course Modify
HIT 290	Reimbursement Methods	Course Modify
HSC 207	Culture Comp & Comm for Health	Course Modify
HUM 249	Study Abroad: BritLife & Cultu	Course Modify
LIT 105	Children's Literature	Course Modify
MAP 532	Human Body-Health & Disease	Course Modify
MAP 547	Professional Practice Exp	Course Modify
MOR 301	Intro to Funeral Services	Course Modify
NET 180	Digital Forensic Analysis II	Course Modify
NET 193	Server Administration	Course Modify
NET 208	Intro to Scripting & Automation	Course Modify
NET 286	Intro to Scripting & Automation	Course Modify
NET 373	Forensic Prac Cybersecurity	Course Modify



Award Type	Program Title	Change Type
NET 377	Ethical Hacking Prac Cybersec	Course Modify
NET 377	Ethical Hacking Prac Cybersec	Course Modify
NET 402	Linux Network Administration	Course Modify
NET 412	Linux Network Administration	Course Modify
SCI 255	Intro. Scientific Computing	Course Modify
SDV 212	Coop Career Seminar	Course Modify
WDV 446	Intro Drupal	Course Modify
POL 163	News Media and Politics	Course Modify
AAI 101	Introduction to AI	Course New
AAI 102	Ethics in AI	Course New
AAI 201	Machine Learning	Course New
AAI 301	Data Centric AI	Course New
AAI 302	Natural Language Processing	Course New
AAI 402	Into. Computer Vision	Course New
AAI 940	AI Capstone	Course New
BUS 266	Property & Casualty Insurance	Course New
CIS 515	Full Stack Web Development	Course New
CIS 942	STEM Camp	Course New
CIS 944	Guided Application Development	Course New
EDU 235	Children's Literature	Course New
GRD 402	Course Deletion	Course New
GRD 402	Foundations of User Experience	Course New
HSC 233	Intro. To Health Occupations	Course New
HSC 291	Digital Health Modalities	Course New
MMS 139	Digital Cinematography	Course New
PEV 175	Varsity E-Sports	Course New
SDV 132	CTE Career Exploration	Course New
SDV 133	CTE Job Shadowing	Course New
SDV 134	CTE Employability Skills	Course New
WAT 144	Pump Overhaul and Repair	Course New
WBL 200	Practicum/Field Experience:CTE	Course New



Award Type	Program Title	Change Type
WBL 300	Internship	Course New
WTT 230	Rigging & Rope Practical	Course New
WTT 231	Nacelle Maintenance Procedures	Course New
WTT 232	Wind Turbine Field Training	Course New
HCR 615	Advanced Sheet Metal	Course New
HCR 615	Advanced Sheet Metal	Course New
CERT	CNC Setup/Operator	Program Deletion
Cert	Interactive Media for Graphic Design	Program Deletion
Cert	E-Discovery	Program Deletion
Cert	Interactive Media for Graphic Design	Program Deletion
DIPL	Visual Communications	Program Deletion
Diploma	Visual Communications	Program Deletion
AA	Journalism: Transfer Major	Program Modify
AA	Education, Elementary: Transfer Major	Program Modify
AA	Business: Transfer Major AA	Program Modify
AAS	Funeral Services	Program Modify
AAS	Accounting Specialist	Program Modify
AAS	Marketing	Program Modify
AAS	Heating, Air Conditioning, Refrigeration Technology	Program Modify
AAS	Advanced Manufacturing Technology	Program Modify
AAS	Tool & Die Making	Program Modify
AAS	Realtime Court Reporting	Program Modify
AAS	Renewable Energy	Program Modify
AAS	Fashion	Program Modify
AAS	Paralegal	Program Modify
AAS	Photography	Program Modify
AAS	Video Production	Program Modify
AAS	Electronics Engineering Technology	Program Modify
AAS	Power Equipment Technology	Program Modify
AAS	Automotive Mechanics Technology	Program Modify
AAS	Electric Utility Technology	Program Modify

Award Type	Program Title	Change Type
AAS	Architectural Technology	Program Modify
AAS	Cybersecurity	Program Modify
AAS	Digital Forensic Investigation	Program Modify
AAS	Computer Information Systems	Program Modify
AAS	Network Administration	Program Modify
AAS	Network Technology-Telecommunication/Data Communications	Program Modify
AAS	Web Developer, Full Stack, AAS	Program Modify
AAS	Health Administration Specialist	Program Modify
Cert	Agribusiness- Sales/Service	Program Modify
CERT	Accounting Payroll	Program Modify
CERT	Accounting	Program Modify
CERT	Accounting for Entrepreneurs	Program Modify
CERT	CNC Operator/Programmer	Program Modify
CERT	General Industry Safety	Program Modify
CERT	Mechanical Power Transmission	Program Modify
CERT	Manufacturing and Fabrication	Program Modify
CERT	Basic Electrical	Program Modify
CERT	Basic Pneumatics	Program Modify
CERT	Motor Controls Industry Tech	Program Modify
CERT	Basic Hydraulics	Program Modify
CERT	Measurements & Drawing	Program Modify
CERT	Hydraulic Maintenance	Program Modify
CERT	Sensor and Logic Systems	Program Modify
CERT	Maintenance Principles	Program Modify
CERT	Solar Energy Technician	Program Modify
CERT	Wind Turbine Technician	Program Modify
CERT	Motor Controls Industry Tech	Program Modify
CERT	Wind Turbine Technician	Program Modify
CERT	Industry Tech Logic Controllers	Program Modify
CERT	Land Surveying	Program Modify
CERT	Fashion Styling	Program Modify

Award Type	Program Title	Change Type
Cert	Paralegal	Program Modify
Cert	Photography Basic	Program Modify
Cert	Photography for Social Media	Program Modify
Cert	Digital Marketing	Program Modify
Cert	Wastewater Treatment Apprenticeship	Program Modify
Cert	Water Treatment Apprenticeship	Program Modify
Cert	Insurance	Program Modify
Cert	Digital Forensic Investigation	Program Modify
Cert	C#	Program Modify
Cert	C++	Program Modify
Cert	Java	Program Modify
Cert	Python Application Developer	Program Modify
Cert	Network Administration	Program Modify
Cert	Network Technology-Telecommunication	Program Modify
Cert	Web Developer	Program Modify
Cert	Web Developer, Advanced	Program Modify
DIPL	Mortuary Science	Program Modify
DIPL	Accounting & Bookkeeping	Program Modify
DIPL	Machinist Technology	Program Modify
DIPL	Diemaking	Program Modify
DIPL	Industrial Technician	Program Modify
DIPL	Auto Collision Technology	Program Modify
DIPL	Fashion	Program Modify
DIPL	Electric Utility Technology	Program Modify
DIPL	Computer Languages	Program Modify
DIPL	Medical Billing and Coding	Program Modify
DIPL	Water Treatment and Distribution System Technology	Program Modify
DIPL	Wastewater Treatment and Collection System Technology	Program Modify
DIPL	Electronics Fundamentals	Program Modify
DIPL	Electrical Trades	Program Modify
DIPL	Dental Hygiene	Program Modify

Award Type	Program Title	Change Type
DIPL	Web Developer	Program Modify
AAS	Criminal Justice	Program Modify
AAS	Diesel Technology	Program Modify
AAS	Diesel Technology	Program Modify
AAS	Artificial Intelligence	Program New
Cert	Graphic Design Basics	Program New
Cert	Live Event Videographer	Program New
Cert	Artificial Intelligence	Program New
Cert	Graphic Design Basics	Program New
Cert	UI/UX	Program New



# **BOARD REPORT**

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

*Number: 25-059  
Date: June 16, 2025  
Page: 1*

## **AGENDA ITEM**

Approval of Memorandum of Understanding between DMACC and the DMACC Foundation

## **BACKGROUND**

Since its founding in 1972, the Des Moines Area Community College Foundation has maintained a close and collaborative relationship with the College. While this partnership has been instrumental in supporting students and advancing the College's mission, the nature of the relationship has never been formally defined outside of provisions within the Foundation's By-laws that outline the relationship to the College's Board of Trustees.

In the fall of 2024, after attending a session at a national CASE conference, the Executive Director of the Foundation initiated development of a Memorandum of Understanding (MOU) to formally articulate the roles, responsibilities, and expectations of both the College and the Foundation. This process, completed in collaboration with Foundation Board Chair Jeff Lamberti, DMACC President Rob Denson, and DMACC Foundation Executive Director Tara Connolly, reflects best practices in higher education and is intended to ensure transparency, alignment, and mutual accountability.

The MOU serves as framework to strengthen and sustain the longstanding relationship between the College and the Foundation, ensuring continued collaboration in support of DMACC's mission and strategic priorities.

## **RECOMMENDATION**

It is recommended that the DMACC Board of Directors approve the Memorandum of Understanding between DMACC and the DMACC Foundation

Robert J. Denson, President

Attachment: Memorandum of Understanding between Des Moines Area Community College and the Des Moines Area Community College Foundation

**Memorandum of Understanding  
between Des Moines Area Community College  
and the Des Moines Area Community College Foundation**

This Memorandum of Understanding (MOU) was entered into as of this day of \_\_\_\_\_ 2025 by in \_\_\_\_\_ between Des Moines Area Community College (hereinafter “the College”) and the Des Moines Area Community College Foundation, an Iowa not for profit corporation (hereinafter “the Foundation”).

Whereas the College was founded in 1966 as part of the Iowa community college system. The College’s mission is to provide quality, affordable, student centered, education, and training to empower our communities, and serve as a catalyst for economic development.

Whereas the Board of Trustees of the College is responsible for overseeing the mission, leadership, and operation of the College; setting priorities and long-term plans of the College and the performance and oversight of all aspects of the College.

Whereas, the Foundation was organized and incorporated on January 10, 1972 to receive and maintain a fund or funds of real or personal property, or both, and to use and apply the income therefrom or the whole or any part of the principal thereof or both, exclusively to aid and advance the welfare, development, purposes and programs of the College.

Whereas, as stated in its Certificate of Incorporation, the Foundation is a separately incorporated IRC 501(c)(3) organization and is responsible for identifying and nurturing relationships with potential donors and other friends of the College, soliciting cash, securities, real and other private resources for the support of the College and acknowledging and stewarding such gifts in accordance with donor intent and fiduciary responsibilities.

Whereas, the College has designated the Foundation as the repository of private, restricted and unrestricted gifts, made in support of the College, unless otherwise specified by the donor, and desires the Foundation to continue its assistance to the College, including its fundraising services, directed toward expanding and enhancing the educational and service goals and capabilities of the College and further desires to make available to the Foundation support toward meeting these objectives and will provide support to the Foundation to further both the College and the Foundation’s purposes.

Whereas, consistent with its mission to help to advance the plans and objectives of the College, the Foundation is allowed to associate the name, Des Moines Area Community College, and use the College’s logo and seal in connection with the operations of the Foundation.

Whereas the College and the Foundation seek to define the fundamental terms of their relationship to clarify their respective responsibilities, in alignment with best practices for College and Foundation partnerships.

Now, therefore, in consideration of the foregoing premises and the terms and conditions hereinafter provided the parties agree as follows:

## THE COLLEGE'S RESPONSIBILITIES

### COLLEGE BOARD OF TRUSTEES

1. The Board of Trustees of the College is responsible for overseeing the mission, leadership, and operations of the College.
2. The Board of Trustees is responsible for determining strategic priorities, goals, and long-term plans of the College.
3. The Board of Trustees is responsible for the performance and oversight of all aspects of the operations.
4. The Board of Trustees will appoint a Trustee to serve as an ex-officio non-voting Member of the Foundation Board of Directors.

### COLLEGE PRESIDENT

1. The President is the Chief Executive Officer of the College responsible to the Board of Trustees to provide institutional leadership and promote the educational effectiveness of the institution in all aspects.
2. The President of the College shall communicate to the Foundation on a regular basis the priorities and long-term plans of the College.
3. The President shall serve as an ex-officio non-voting Member of the Foundation Board of Directors and shall play a prominent and active role in fundraising activities.
4. The President shall annually appoint one member of the College's faculty as a Member of the DMACC Foundation Board of Directors.
5. The President's Cabinet shall include the Executive Director of the Foundation.

### COLLEGE

1. The College recognizes that the Foundation bears primary responsibility for fundraising activities. Foundation staff and representatives will coordinate fundraising initiatives, including major gifts with the College.
2. The College shall include the Foundation as an active participant in strategic planning for the College.
3. The College will endorse a culture of philanthropy by promoting the Foundation as a valued partner whenever reasonably possible.
4. The College and Foundation shall ensure that gift funds and other privately contributed resources are used in compliance with the law and donor agreements.
5. The College will provide the Foundation with data on an ongoing basis for alumni, students, faculty, staff, and retirees and shall openly share any changes it obtains.

6. The College recognizes that the Foundation is a separate legal entity with the authority to keep all records and data confidential, consistent with the law.
7. The College and Foundation shall establish and enforce policies and procedures that support the Foundation's ability to respect the privacy and confidentiality of donor records.
8. The College will not commit the Foundation to accept any gift that will cause the Foundation to assume responsibility for property, employees, or equipment or which will require reciprocal or collateral Foundation involvement or financial obligations unless the Foundation agrees to accept such gift.
9. The College will provide the Foundation with financial in-kind support, including not limited to appropriately furnished and equipped office space, event and meeting space, web-site support, cost of routine mailing, financial staff support, internet access, IT support, phones, and salaries and benefits for those Foundation employees hired by the College. Such support is provided by the College in consideration of the significant fiscal support provided by the Foundation to the College for scholarships, capital construction projects, and other College activities funded by the Foundation.

## **THE FOUNDATION'S RESPONSIBILITY**

### **FOUNDATION BOARD OF DIRECTORS**

1. The Foundation Board of Directors shall ensure that the Foundation maintains its status as a separately incorporated IRC 501(c)(3) organization created to raise and manage private resources to support the mission and priorities of the College.
2. The Foundation Board of Directors is responsible for the control and management of all restricted and unrestricted assets of the Foundation, including the prudent management of all gifts. All restricted gifts shall be managed in a manner consistent with law and donor intent.
3. The Foundation Board of Directors shall plan fundraising and donor acquisition programs in support of the College's strategic initiatives as determined by the College. These programs shall include, but not be limited to, annual giving, major giving, alumni giving, planned giving, and campaigns as appropriate.
4. The Foundation Board of Directors is responsible for the performance and oversight of all aspects of the Foundation's operations based on a comprehensive set of By-laws and policies. Any changes to Foundation By-laws or policies must be presented to the College Board of Trustees for approval.
5. The Foundation Board of Directors shall establish and enforce a code of ethics, and policies to protect donor confidentiality and rights, and to identify and manage potential conflicts of interest and ensure that the Foundation's assets do not directly or indirectly benefit an individual or other person, in violation of federal or state laws or donor agreements



6. The Foundation Board of Directors will establish, adhere to, and periodically assess its gift management and acceptance policies.
7. The Foundation Board of Directors will establish prudent asset allocation, disbursement and spending policies that adhere to applicable federal and state laws and donor agreements.
8. The Foundation Board of Directors, in coordination with the College, will engage an independent accounting firm to conduct an audit of the Foundation's financial and operational records, and will provide the College with a copy of the annual audited financial statement, including management letters.
9. The Foundation Board of Directors will establish and maintain internal controls and other risk management practices commensurate with the Board's fiduciary responsibility.
10. The Foundation Board of Directors shall create and adhere to all by-laws, policies, and procedures ensuring compliance to state and federal laws.

#### THE EXECUTIVE DIRECTOR OF THE DMACC FOUNDATION

1. The Executive Director shall adhere to the employment obligations of the College.
2. The Executive Director shall perform the duties of the position and is responsible to both the Foundation and the President of the College. The President of the College shall be responsible for all employment issues concerning the Executive Director, including hiring evaluations, and disciplinary actions, in accordance with the College's human resources policies.
3. The Executive Director is responsible for fulfilling the day-to-day obligations of the Foundation as set forth in this MOU.
4. The Executive Director will promptly acknowledge and issue receipts for all gifts and provide appropriate recognition and stewardship of such gifts.
5. The Executive Director shall execute fundraising and donor acquisition programs approved by the Foundation Board of Directors in support of the College's strategic initiatives as determined by the College.
6. The Executive Director shall provide access to Foundation data in accordance with all applicable laws, Foundation policies, and guidelines.

#### THE FOUNDATION

1. The Foundation is the primary depository of private, restricted and unrestricted gifts and shall transfer funds to the College in compliance with applicable laws, Foundation and College policies, and donor gift agreements. The Foundation shall advise the College when such transfers are available. The College shall submit a written request from the College to the Foundation to transfer the funds.

2. The Foundation shall receive, hold, manage, invest, and disburse contributions of cash, securities, and other forms of property, including deferred gifts that are contributed in the form of planned and deferred gift instruments, in accordance Foundation's policies, applicable laws, and donor agreements.
3. The Foundation shall not accept any gift which may commit the College to assume responsibility for use of College property, employees, or equipment or which will require reciprocal or collateral College involvement or financial obligations unless the College agrees to accept such gift under those conditions.
4. The Foundation, in concert with the College, shall be responsible for enhancing and fostering alumni relations.
5. The Foundation shall not accept grants from state or federal agencies unless the agency requires an IRS 501(c)(3) entity to accept the grant and the College is in agreement.

## **LEGAL LIABILITY AND INDEMNIFICATION**

1. If the Foundation is sued or becomes involved in legal proceedings related to its activities, the College shall provide and cover the costs of legal representation for the Foundation.
2. The College's legal counsel or an external attorney engaged by the College shall represent the Foundation unless a conflict of interest arises, in which case the College will provide for independent legal representation at its expense.
3. The College shall assume responsibility for all legal fees associated with defending the Foundation in lawsuits directly related to the Foundation's activities in support of the College.
4. The College shall also cover any court-ordered damages or settlements assessed against the Foundation, unless such damages arise from the Foundation's gross negligence, fraud, or willful misconduct.
5. The College shall be allowed to take an active role in any litigation against the Foundation and shall be engaged in the approval of any settlement or other resolution.
6. The College shall maintain appropriate liability insurance, including directors' and officers' liability insurance, for the Foundation to mitigate financial exposure.
7. Due to the relationship of the College and the Foundation the College agrees to indemnify and hold harmless the Foundation, its Board of Directors, officers, employees, and agents from any claims, liabilities, losses, or damages arising out of the Foundation's activities in support of the College.
8. The Foundation agrees to indemnify and hold harmless the College from any claims arising from acts of gross negligence, fraud, or willful misconduct by the Foundation.
9. If legal action involves both the College and the Foundation, both parties agree to work in good faith to determine an appropriate legal strategy, including joint legal representation where permissible.

10. The College and the Foundation shall ensure that any legal defense is aligned with the best interests of both entities.

## **INTENT OF THE PARTIES**

This MOU by and between the College and the Foundation is intended to set forth policies and procedures that will contribute to the coordination of their mutual activities, ensure open and continuing communications, and alignment of priorities. The College and the Foundation will review this MOU at a minimum of every five years, and if necessary, amend this MOU.

Consistent with the provisions appearing in the Foundation's By-laws, Articles of Incorporation, and Iowa law, should the Foundation cease to exist or cease to be an IRS 501(c)(3) organization, the Foundation shall transfer with the consent of the College its assets property to a successor organization as determined by Iowa Law and Internal Revenue Code.

In witness whereof, the Parties hereto have signed this Memorandum of Understanding as of the day and year first above written.

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Joseph Pugel  
President  
DMACC Board of Trustees

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Jeff Lamberti  
President  
DMACC Foundation Board of Directors

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Robert J. Denson  
President  
DMACC

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Tara K. Connolly  
Executive Director  
DMACC Foundation



# **BOARD REPORT**

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

*Number: 25-060  
Date: June 16, 2025  
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. Revisions include: (1) modifications to committee member term lengths, (2) clarification of the scope and responsibilities of subcommittee work, and (3) enhancements to documentation and compliance procedures through integration with EDGE, DMACC's professional learning management platform.

## **RECOMMENDATION**

It is recommended that the Board approve the 2025 Quality Faculty Plan.

Robert J. Denson, President

Attachment:

- A) Quality Faculty Plan Summary Report
- B) Complete DMACC Quality Faculty Plan

# QUALITY FACULTY PLAN

## DMACC Board of Trustees Summary Report, July 2025

### CONTEXT

The Des Moines Area Community College (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 set forth by the Higher Learning Commission and the U.S. Department of Education.

### 2025|2026 QUALITY FACULTY PLAN REVISION SUMMARY

The 25|26 QFP builds on the significant structural updates introduced in the 24|25 academic year. This year's revisions continue to promote clarity, equity, and accountability in professional learning and instructional practice. Key updates include the implementation of a new co-chair leadership model (one faculty and one administrator), the introduction of staggered term limits to ensure committee continuity, and an expansion of faculty representation. Subcommittee responsibilities have been further clarified, particularly regarding the review and approval of proposed professional development activities. Additionally, greater emphasis has been placed on documentation and compliance through DMACC's professional learning platform, EDGE. Collectively, these revisions reflect DMACC's ongoing commitment to faculty excellence, institutional alignment, and consistent standards across all instructional roles.

### KEY REVISIONS

The QFP Committee convened six times during the 24|25 academic year to evaluate and refine several components of the plan. The following updates were approved:

#### Committee Composition

- ▶ Term lengths and staggered rotations have been formalized. New committee members will now be identified on a rolling basis to preserve institutional knowledge and operational continuity.
- ▶ The committee approved the establishment of a permanent seat for a librarian, recognizing the distinct roles of librarians and counselors. Previously, a single seat was shared between the two.

#### Subcommittee Work

Approximately half of the committee members served on one of three subcommittees, each tasked with advancing specific areas of the QFP:

- ▶ Credentialing and Compliance: While the definitions of professional development activities remain unchanged, the 25|26 plan introduces a more structured and transparent process for reviewing faculty-proposed activities (see pages 21–22 of the plan).

- ▶ Orientation and Onboarding: This subcommittee evaluated the asynchronous *New Faculty Toolkit*, making recommendations to enhance its effectiveness in onboarding both full-time and adjunct faculty.
- ▶ Professional Learning: In collaboration with the Center for Teaching and Learning (CTL), this group contributed to the launch of the new EDGE Catalog. The subcommittee provided input on formatting and tagging professional learning sessions to ensure faculty can easily identify offerings that align with QFP requirements. Additionally, the group offered guidance on a new tiered stipend model to recognize faculty who lead or support CTL programming..

## QFP IMPLEMENTATION

Following approval of the 24|25 QFP, the CTL, in partnership with Online Learning, developed a new Canvas-based platform to facilitate documentation and streamline faculty engagement.

Implementation of the revised QFP is occurring in phases aligned with the faculty evaluation cycle:

- ▶ **Group 1:** (~200 faculty members) was trained in Fall 2024. Their QFP term concludes on July 31, 2025. While minor challenges were anticipated, the initial implementation has proceeded smoothly.
- ▶ **Group 2:** (~100 faculty members) will be onboarded in Fall 2025. Minor changes to the platform are anticipated over the summer.
- ▶ **Group 3:** (~100 faculty). Full implementation is expected to continue over the next two academic years, aligning all faculty with the updated structure by 2027.

## PROFESSIONAL DEVELOPMENT OPPORTUNITIES

In Summer 2024, CTL and Online Learning launched EDGE (Employee Development, Growth, and Engagement), a centralized professional learning platform accessible to all DMACC faculty and staff. Built in Canvas, EDGE integrates session registration, instructional materials, and compliance documentation in a single user-friendly interface.

Throughout the 24|25 academic year, CTL and Online Learning offered numerous professional development sessions via EDGE. More recently, Human Resources began using the platform to deliver its own training content. Although each department maintains its own catalog, the EDGE Catalog provides employees with a unified and seamless experience.

## CENTER FOR TEACHING & LEARNING HIGHLIGHTS

- ▶ 24 unique topics were offered in 61 total sessions for full-time and adjunct faculty.
- ▶ 9 faculty experts led sessions on topics such as mental health, inclusive pedagogy, artificial intelligence, and classroom engagement.
- ▶ 647 total enrollments were recorded, representing 261 unique users—99% of whom were full-time faculty. This indicates that approximately 67% of DMACC full-time faculty participated in at least one session.
- ▶ 252 post-session surveys were completed, yielding the following results:
  - ▶ 90% of respondents found the content relevant to their work.
  - ▶ 81% reported improvement in their skillset.
  - ▶ 91% would recommend the session to a colleague; an additional 8% said they probably would.

# DMACC Quality Faculty Plan

## ***Committee Members, 25|26 Academic Year***

### *Faculty Representatives*

DOMINIQUE DARLING  
(term expires May, 2026)  
Adjunct Instructor, Education (Ankeny)

RACHEL MURDOCK  
(term expires May, 2028)  
Professor, English (Ankeny)

AMY FERTIG  
(term expires May, 2027)  
Professor, Veterinary Technology (Ankeny)

JILL FRIESTAD-TATE  
(term expires May, 2026)  
Professor, Business Administration (West)

JULIE HARTZLER  
(term expires May, 2026)  
Professor, Mathematics (Ankeny)

JOSH HEROLD  
(term expires May, 2028)  
Counselor (Urban)

FACULTY MEMBER  
(term expires May, 2028)  
Librarian (Campus)

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)

BETHANY SWEENEY  
(term expires May, 2026)  
Professor, English & History (Carroll)

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

# TABLE OF CONTENTS

Preface.....1

Quality Faculty Plan Bylaws.....1

Procedures of the Quality Faculty Plan Committee.....2

    Committee Composition.....2

        Faculty Members.....2

        Administrative Staff Members.....3

Committee Member Terms.....4

    Faculty Member Terms.....4

    Administrative Member Terms.....4

Plan Maintenance Provisions.....4

Organizational Roles and Responsibilities.....5

Duties of the Committee Leadership.....5

Quality Faculty Plan Subcommittees.....6

    Onboarding and Orientation Subcommittee.....6

    Professional Development Subcommittee.....6

    Credentialing and Compliance Subcommittee.....6

Record Keeping.....7

Faculty Status Definitions.....7

    Probationary Status.....7

    Full Status.....7

    Adjunct Status.....8

    Concurrent Enrollment Status.....8

Faculty Competencies.....8

    Instructional Practice.....8

    Service to the College.....9

    Professional Engagement.....9

Load Procedure Guidance as it Relates to the QFP.....10

Procedures and Guidelines for Full-Time Faculty Professional Development.....10



Orientation for New Full-Time Teaching Faculty.....	11
Ongoing Professional Growth and Development.....	12
Procedures and Guidelines for Online Full-Time Faculty Professional Development.....	12
Online Full-Time Faculty Orientation.....	12
Ongoing Professional Growth and Development for Online Full-Time Faculty.....	13
Professional Growth and Development Plan Guidelines and Requirements for Full-Time Faculty...	13
Professional Growth and Development Plan Activity Guidelines.....	14
Activities not eligible for inclusion in the Professional Growth and Development Plan.....	15
Required Professional Development Activities.....	15
Full-Time Faculty Professional Growth and Development Plan Timeline.....	16
Approved Activities for the Instructional Practices Category.....	17
Approved Activities for the Training Category.....	18
Approved Activities for the Professional Engagement Category.....	19
Procedures and Guidelines for Adjunct Faculty Professional Development.....	21
Orientation for New Adjuncts.....	21
Ongoing Professional Growth and Development for Adjuncts.....	22
Verification of Ongoing Professional Growth and Development.....	22
Procedures and Guidelines for Concurrent Enrollment Faculty Professional Development.....	22
Orientation for New Concurrent Enrollment Faculty.....	22
Ongoing Professional Growth and Development for Concurrent Enrollment Faculty.....	23
Verification of Ongoing Professional Growth and Development for Concurrent Enrollment Faculty.....	23
Consortium Arrangements.....	24
Compliance with Faculty Accreditation Standards.....	24
APPENDIX.....	25
SAMPLE GUIDANCE AND PLAN.....	25
SAMPLE GUIDANCE.....	25
CTE and Liberal Arts and Sciences Examples.....	26
SAMPLE PLAN.....	31

## 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.<sup>1</sup>

- **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.

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<sup>1</sup> 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's 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](http://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.



# **BOARD REPORT**

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

*Number: 25-061  
Date: June 16, 2025  
Page: 1 of 2*

## **AGENDA ITEM**

A RESOLUTION EXTENDING THE DESIGNATION OF THE COLLEGE'S OFFICIAL DEPOSITORY BANK FOR THE FIVE YEARS BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2030.

## **BACKGROUND**

Per policy the Board has the authority to extend the College's banking services agreement or obtain bids for those services. The College last approved banking services in June of 2020. At that time, Bankers Trust was named as the official College depository for the College's accounts. The College is very satisfied with the performance and relationship it has established with Bankers Trust over the years.

For the five-year period ending June 30, 2025, fees charged by Bankers Trust have remained constant. Bankers Trust has submitted a proposal to extend the agreement for an additional five years. The extension would remain in effect until June 30, 2030.

Changing depository banks would result in significant time and expense for the College.

## **RECOMMENDATION**

It is recommended that the Board adopt a resolution extending the designation of Bankers Trust of Des Moines as the Official College Depository for a five-year period beginning July 1, 2025, and ending June 30, 2030.

Robert J. Denson, President

Attachment: Resolution

## **RESOLUTION**

### **A RESOLUTION APPROVING THE EXTENSION OF THE DESIGNATION OF THE OFFICIAL COLLEGE DEPOSITORY**

Effective July 1, 2025, the Board of Directors of Des Moines Area Community College in Polk County, Iowa designates Bankers Trust Company of Des Moines as the Official College Depository in conformance with all applicable provisions of Iowa Code Chapter 12C. The College's main checking accounts shall remain at Bankers Trust Company for a period of five years ending June 30, 2030.

Total College deposits in Bankers Trust Company shall not exceed the maximum amounts stated in the effective Board of Director Resolution Naming Depositories.

CERTIFICATION, I hereby certify that the foregoing is a true and correct copy of a resolution of Des Moines Area Community College adopted at a meeting of said public body, held on the 16<sup>th</sup> day of June 2025, a quorum being present, as said resolution remains of record in the minutes of said meeting, and it is now in full force and effect.  
Dated this 16<sup>th</sup> day of June 2020.

By Order of the Board of Directors

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Secretary of the Board of Directors



# **BOARD REPORT**

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

*Number: 25-062  
Date: June 16, 2025  
Page: 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 LEIGHTON STATE BANK, PROJECT #2**

## **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:

<b>Company Name/Address:</b>	Leighton State Bank 900 Washington St. Pella, IA 50219
<b>Product/Service:</b>	This company provides banking services, investment and financial planning.
<b>Type of Project:</b>	Retraining project for existing work force
<b>Nature of Project:</b>	The project will provide for: leadership development, customer service, communication and Emerging Leaders
<b>Training Period:</b>	May 13, 2025- May 13, 2026
<b>Average Wage Rate:</b>	\$35.56/hr
<b>Number of Jobs Affected:</b>	45
<b>First Year of Operation:</b>	1911
<b>Available Training Funds:</b>	\$9394
<b>Form of Training Funds:</b>	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.



# **BOARD REPORT**

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

*Number: 25-063  
Date: June 16, 2025  
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 STORY  
CONSTRUCTION CO., PROJECT #6**

## **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:

<b>Company Name/Address:</b>	Story Construction Co. 2810 Wakefield Circle Ames, IA 50010
<b>Product/Service:</b>	Construction Services
<b>Type of Project:</b>	Retraining project for existing work force
<b>Nature of Project:</b>	The project will provide for: leadership training
<b>Training Period:</b>	October 1, 2025- May 1, 2026
<b>Average Wage Rate:</b>	\$29.66/hr
<b>Number of Jobs Affected:</b>	8
<b>First Year of Operation:</b>	1934
<b>Available Training Funds:</b>	\$20,000
<b>Form of Training Funds:</b>	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.

Robert J. Denson, President



# **BOARD REPORT**

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

*Number: 25-064  
Date: June 16, 2025  
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 **ODO ENTERPRISES, L.L.C. dba BERGLUND SHEET METAL, 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:

<b>Company Name/Address:</b>	ODO Enterprises, L.L.C. dba Berglund Sheet Metal 10210 Dennis Dr, Urbandale, IA 50322
<b>Product/Service:</b>	This company provides sheet metal work and HVAC services.
<b>Type of Project:</b>	Retraining project for existing work force
<b>Nature of Project:</b>	The project will provide for: Lean/5S Training
<b>Training Period:</b>	7/1/25 - 6/30/26
<b>Average Wage Rate:</b>	\$40.25
<b>Number of Jobs Affected:</b>	3
<b>First Year of Operation:</b>	1990
<b>Available Training Funds:</b>	\$3,864
<b>Form of Training Funds:</b>	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.



# **BOARD REPORT**

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

*Number: 25-065  
Date: June 16, 2025  
Page: 1 of 1*

## **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, **HELENA INDUSTRIES, 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:

<b>Company Name/Address:</b>	Helena Industries, LLC 3525 Vandalia Road Des Moines, IA 50317
<b>Product/Service:</b>	Manufacturing and formulating chemicals.
<b>Type of Project:</b>	Retraining project for existing work force
<b>Nature of Project:</b>	The project will provide for: TWI & English/Spanish Courses
<b>Training Period:</b>	1/21/25 - 1/20/27
<b>Average Wage Rate:</b>	\$30.64
<b>Number of Jobs Affected:</b>	30
<b>First Year of Operation:</b>	1957
<b>Available Training Funds:</b>	\$20,125
<b>Form of Training Funds:</b>	Forgivable Loan

## **RECOMMENDATION**

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

Robert J. Denson, President





# **BOARD REPORT**

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

*Number: 25-066  
Date: June 16, 2025  
Page: 1 of 1*

## **AGENDA ITEM**

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

<b>Company Name/Address:</b>	RCS Millwork, LC 1554 NE 69 <sup>th</sup> Street Ankeny, IA 50131
<b>Product/Service:</b>	This company provides custom architectural millwork.
<b>Type of Project:</b>	Retraining project for existing work force
<b>Nature of Project:</b>	The project will provide for: 2 cohorts of High Impact Connected Leader
<b>Training Period:</b>	March 6, 2025 – March 5, 2027
<b>Average Wage Rate:</b>	\$28.74
<b>Number of Jobs Affected:</b>	17
<b>First Year of Operation:</b>	1997
<b>Available Training Funds:</b>	\$ 25,000
<b>Form of Training Funds:</b>	Forgivable Loan

## **RECOMMENDATION**

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



# **BOARD REPORT**

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

*Number: 25-067  
Date: June 16, 2025  
Page: 1 of 1*

## **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 #13.****

## **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:

<b>Company Name/Address:</b>	Record Printing Co, Inc. Of Story City 120 Industrial Park Road Story City, IA 50248
<b>Product/Service:</b>	Manufacturing business forms including computer forms and cut sheets. Also does commercial printing.
<b>Type of Project:</b>	Retraining project for existing work force
<b>Nature of Project:</b>	The project will provide for: Management Development, Business Specific and Technical Training, Safety Training.
<b>Training Period:</b>	12/1/2024 – 11/30/2026
<b>Average Wage Rate:</b>	\$29.01
<b>Number of Jobs Affected:</b>	8
<b>First Year of Operation:</b>	1972
<b>Available Training Funds:</b>	\$25,000
<b>Form of Training Funds:</b>	Forgivable Loan

## **RECOMMENDATION**

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

Robert J. Denson, President