

Board of Directors Meeting Agenda



September 13, 2021

Location:

Ankeny DMACC Campus
2006 S. Ankeny Blvd., Ankeny
Building 5, Student Center
Rooms 1240 D-G

Time: 3:00 p.m., Joint Board Meeting w/ DMACC (No Zoom)

4:15 p.m., Regular Board Meeting with Zoom Option

Zoom Link: <https://heartlandaea.zoom.us/j/93408177326>

Or Dial: 1 312 626 6799

Meeting ID: 934 0817 7326

Participants

Ms. Sheri Benson President	Mr. Bruce Christensen Board Member	Ms. Margie Schwenk Board Member	Dr. Jon Sheldahl Chief Administrator
Ms. Margaret Borgen Board Member	Mr. Pete Evans Vice President	Ms. Nia Chiaramonte Dir. of Human Resources	Mr. Kurt Subra Chief Financial Officer
Ms. Liz Brennan Board Member	Mr. John Kinley Board Member	Mr. Kevin Fangman Chief Academic Officer	Ms. Jenny Ugolini Board Secretary
Dr. Earl Bridgewater Board Member	Dr. Steve Rose Board Member	Ms. Sheila King Chief Information Officer	Dr. Kristi Upah Chief Student Svcs. Officer

President: Sheri Benson

Recorder: Jenny Ugolini

Joint Board Meeting with DMACC from 3:00 - 4:00 p.m.

Time	Topic/Process	Presenter	Outcome
2 min.	1.01 Roll Call	Sheri Benson	Roll call and approval of the agenda.
	1.02 Approval of Agenda	Sheri Benson	
55 min.	1.03 Heartland AEA and Des Moines Area Community College Joint Board Meeting <ul style="list-style-type: none"> Slide Deck 	Sheri Benson, Joe Pugel	The joint Boards' will meet for their annual meeting.

1.04 Adjourn Joint Board Meeting

Board of Directors Meeting Agenda



Heartland Board Meeting at 4:15 p.m.

Time	Topic/Process	Presenter	Outcome
5 min.	1.01 Roll Call	Sheri Benson	Roll call and approval of the agenda.
	1.02 Approval of Agenda	Sheri Benson	Review and approval of minutes from June 8, 2021
	1.03 Approval of minutes from August 10 and 31, 2021.	Sheri Benson	Review and approval of minutes from August 10 and 31, 2021
5 min.	1.04 Public Forum & Correspondence <ul style="list-style-type: none"> • IASB Correspondence 	Jon Sheldahl	Hear comments from members of the public.

2. Discussion Items

Time	Topic/Process	Presenter	Outcome
5-10 min. min.	2.01 Chief Administrator's Report and Recent Activities	Jon Sheldahl, et al	Board members will be updated on recent activities and upcoming events.
5-10 min.	2.02 Stipend for Early Notification 2021-22	Kurt Subra	Board members will discuss offering the early notification stipend in 2021-22.
15 min.	2.03 CyberSecurity Recommendations stemming from the Audit - Heartland AEA	Sheila King	Board members will understand the need for cyber security services and discuss the proposed agreement.
10 min.	2.04 New Staff Numbers	Nia Chiaramonte	Board members will be provided with a staffing update for 2021-22.
20 min.	2.05 Chief Administrator's Self-Evaluation and Professional Development Goals Update	Jon Sheldahl	Board members will hold their quarterly review of the chief administrator's self-evaluation and professional development goals.
5 min.	2.06 Board Annual Self-Evaluation <ul style="list-style-type: none"> • Timeline & Questions 	Jenny Ugolini	Board members will discuss the timeline for their annual self-evaluation and confirm the questions.

Board of Directors

Meeting Agenda



3. Action Item

Time	Topic/Process	Presenter	Outcome
5-10 min.	3.01 Cyber Security Managed Service Agreement	Sheila King	Board members may approve the agreement for security services.
	3.02 Stipend for Early Notification 2021-22	Kurt Subra	Board members may approve the early notification stipend in 2021-22.

4. Consent Agenda

Time	Topic/Process	Presenter	Outcome
5 min.	4.01 Personnel Report	Nia Chiaramonte	Handout: Personnel Report Admin. Recommendation: approval
	4.02 Bills	Margie Schwenk	Handout: Available at meeting Admin. Recommendation: approval
	4.03 Purchase Requests 1. <i>All Makes Office Equipment - \$38,586.73</i> 2. <i>Des Moines Public Schools (L. Lyon Contract) - \$54,562.08</i> 3. <i>Baker Group - \$28,906.00</i> 4. <i>WebSpec Design, L.L.C. - \$75,075.00</i> 5. <i>TESOL (Teachers English) - \$31,580.00</i> 6. <i>KASEYA US L.L.C. - \$122,652.48</i> 7. <i>Corwin - \$26,000.00</i>	Kurt Subra	Handout: Purchase Requests Admin. Recommendation: approval

5. Chief Administrator Comments

- Holiday Dinner Dec. 14

6. Board Comments

7. Adjournment

[FYI - Upcoming events](#)

Next Board Meeting: Tuesday, October 12, 2021

Board of Directors

Meeting Agenda



Heartland Area Education Agency does not discriminate based on race, color, creed, national origin, religion, age, sex, sexual orientation, gender identity and/or expression, genetics, pregnancy, disability, military or veteran status, parental, family or marital status. Direct inquiries to the Human Resources Director, 6500 Corporate Dr., Johnston, IA 50131-1603, the Director, Iowa Civil Rights Commission, Des Moines, Iowa 50319-1004 or Director, Office for Civil Rights, Kansas City, MO 64106



Joint Des Moines Area Community College and Heartland AEA
Board of Directors' Meeting

Date: Monday, September 13, 2021

Time: 3:00 – 4:00 p.m.

Location: DMACC
2006 South Ankeny Blvd
Ankeny, IA 50023
Building 5; Rooms 1240D-G

AGENDA

- I. Introductions and Roll Call 5 min.
 - Sheri Benson, President, Heartland AEA
 - Joe Pugel, Chair, DMACC

- II. Approval of Agenda

- III. DMACC and Heartland AEA Updates 50 min.
 - Jon Sheldahl, Chief Administrator, Heartland AEA
 - Rob Denson, President, DMACC

- IV. Adjourn 5 min.