

Board of Directors Meeting Agenda



September 11, 2023

Location:

Ankeny DMACC Campus
2006 S. Ankeny Blvd.
Building 5, Room 1240D-G
Ankeny

Times:

- Joint Board Meeting 3:00 - 4:00 p.m. (No Zoom option)
- Heartland Board Meeting 4:00 p.m. with Zoom option at <https://heartlandaea.zoom.us/j/96960118506>
- Public Hearing at 4:15 p.m.

Participants:

Ms. Sheri Benson Board Member	Mr. John Kinley Board Member	Ms. Margie Schwenk Board Member	Ms. Jenny Ugolini Board Secretary
Ms. Margaret Borgen Vice President	Ms. Tiara Mays-Sims Board Member	Mr. Kevin Fangman Chief Human Res. Officer	Dr. Kristi Upah Chief Student Svcs. Officer
Ms. Liz Brennan Board Member	Mr. Alex Piedras Board Member	Dr. Susie Meade Chief Academic Officer	Dr. Cindy Yelick Chief Administrator
Mr. Pete Evans Board President	Dr. Steve Rose Board Member	Mr. Kurt Subra Chief Financial Officer	

President: Pete Evans **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	Pete Evans, Joe Pugel	Roll call and approval of the agenda.
	1.02 Approval of Agenda	Pete Evans, Joe Pugel	
55 min.	1.03 Heartland AEA and Des Moines Area Community College Joint Board Meeting	Pete Evans, Joe Pugel	The joint Boards' will meet for their annual meeting.
1 min.	1.04 Adjourn Joint Board Meeting	Pete Evans, Joe Pugel	Adjournment

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1. Heartland Board Meeting at 4:00 p.m.

Time	Topic/Process	Presenter	Outcome
5 min.	1.01 Roll Call	Pete Evans	Roll call and approval of the agenda.
	1.02 Approval of Agenda	Pete Evans	
	1.03 Approval of minutes from August 8, 2023	Pete Evans	Review and approval of minutes from August 8, 2023
	1.04 Public Forum and Correspondence	Cindy Yelick	Hear comments from members of the public and share Board correspondence.

Public Hearing - 4:15 p.m.

New Heartland AEA Offices REC Remodeling Project

A hearing will be held on the proposed plans, specifications, form of contract, and estimated total cost for the construction of the new Heartland AEA Offices REC Remodeling Project Phase II. Any interested person may appear at said hearing and file objections to the proposed plans, specifications, form of contract, and estimated costs for said improvements.

2. Discussion Items

Time	Topic/Process	Presenter	Outcome
15 min.	2.01 New Heartland AEA Offices Johnston REC Project - Phase II <ul style="list-style-type: none"> • Plans, Specs and Form of Contract • Estimated Total Cost • Review Bids 	Kurt Subra	Board members will review the plans, specifications, form of contract, and estimated total cost for the Johnston REC remodeling project, Phase II. They'll also review the bids.
10 min.	2.02 Stipend for Early Notification 2023-24	Kevin Fangman, Kurt Subra	Board members will discuss offering the early notification stipend in 2023-24.
10 min.	2.03 Chief Administrator's Report and Recent Activities	Cindy Yelick	Board members will be updated on recent activities and upcoming events.
10-15 min.	2.04 Chief Administrator's Evaluation Process	Cindy Yelick, et al	Board members will discuss the process for evaluating the chief administrator.

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2. Discussion Items Continued

15 min.	2.05 New Staff Numbers	Kevin Fangman	Board members will be provided with a staffing update for 2023-24.
10 min.	2.06 2023-24 Staff Handbook Changes	Kevin Fangman	Board members will review changes to the 2023-24 staff handbook.
5-7 min.	2.07 Board Holiday Dinner	Pete Evans, et al	Board members will discuss if and when they may hold a holiday dinner.

3. Action Items

Time	Topic/Process	Presenter	Outcome
5 min.	3.01 New Heartland AEA Offices Johnston REC Project Plans - Phase II, Specs, Form of Contract and Total Cost <ul style="list-style-type: none"> • Approve Plans, Specs and Form of Contract • Estimated Total Cost 	Kurt Subra	Board members may approve the New Heartland AEA Offices Johnston REC - Phase II plans, specs, form of contract, and estimated total cost.
	3.02 New Heartland AEA Offices Johnston REC Project - Phase II Bid Award	Kurt Subra	The Board may award the bid for the new Heartland AEA Offices Johnston REC Project - Phase II, and authorize the Board President to sign the contract with the successful contractor upon review and recommendation by the AEA administration and design team.
	3.03 Stipend for Early Notification 2023-24	Kevin Fangman, Kurt Subra	Board members may approve the early notification stipend.
	3.04 Board Policy 816 - Second Reading	Kurt Subra	Board members may approve edits to Board Policy 816.
	3.05 Staff Handbook Changes for 2023-24	Kevin Fangman	Board members may approve changes to the 2023-24 staff handbook or bring them back for a second reading in October.

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4. Consent Agenda

Time	Topic/Process	Presenter	Outcome
2-3 min.	4.01 Personnel Report • Addendum	Kevin Fangman	Handout: Personnel Report Admin. Recommendation: approval
	4.02 Bills	Margaret Borgen	Handout: Available at meeting Admin. Recommendation: approval
	4.03 Purchase Requests • <i>Learning Ally, Inc.</i> - \$373,885.51 • <i>TESOL (Teachers English)</i> - \$41,364.00 • <i>Apple, Inc.</i> - \$184,474.08	Et al	Handout: Purchase Requests Admin. Recommendation: approval
	4.04 Agreement with First National Bank - Amendment	Kurt Subra	Handout: Agreement Admin. Recommendation: approval
	4.05 Angie Chaplin Mindful Leadership	Kevin Fangman	Handout: Agreement Admin. Recommendation: approval

5. Chief Administrator Comments

- Reminder - AESA Conference from Nov. 28-Dec. 2 in Anaheim, CA

6. Board Comments

7. Adjournment

FYI - Upcoming events

Next Board Meeting: October 10, 2023

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