



**Joint Des Moines Area Community College and
Heartland AEA Board of Directors' Meeting
Tuesday, September 10, 2024**

Time: 3:00 – 4:00 p.m.

Location:

Heartland AEA
6500 Corporate Drive, Johnston
Conference Rooms 107A/B

Zoom Link: <https://DMACC.zoom.us/j/5159657067>

Meeting ID: 515 965 7067

AGENDA

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|------|---|------------|
| I. | Introductions and Roll Call | 5 min. |
| | <ul style="list-style-type: none">● Margaret Borgen, President, Heartland AEA● Joe Pugel, Chair, DMACC | |
| II. | Approval of Agenda | |
| III. | DMACC Updates | 20-25 min. |
| | <ul style="list-style-type: none">● Rob Denson, President, DMACC | |
| IV. | Heartland AEA - Updates | 20-25 min. |
| | <ul style="list-style-type: none">● Cindy Yelick, Chief Administrator, Heartland AEA | |
| V. | Adjourn | 1 min. |

Board of Directors Meeting Agenda



September 10, 2024

Locations:

Heartland AEA
6500 Corporate Drive
Johnston

- Joint Bd. Meeting - Room 107A/B
- Heartland Bd. Meeting - Room 113

Times:

- Joint Board Meeting 3:00 - 4:00 p.m.
Zoom Link: <https://DMACC.zoom.us/j/5159657067>
Meeting ID: 515 965 7067
- Heartland Board Meeting 4:00 p.m. with Zoom option at <https://heartlandaea.zoom.us/j/91277490398>
Dial: 1-669-900-6833
Meeting ID: 912 7749 0398 followed by #
Skip putting in participant ID - just stay on the line

Participants:

Ms. Margaret Borgen Board President	Ms. Tiara Mays-Sims Board Member	Ms. Kelly Simmons Board Member	Dr. Kristi Upah Chief Student Svcs. Officer
Ms. Liz Brennan Vice President	Mr. Alex Piedras Board Member	Mr. Kevin Fangman Chief Human Res. Officer	Mr. Brian Whalen Director of Business Services
Mr. Pete Evans Board Member	Dr. Steve Rose Board Member	Dr. Susie Meade Chief Academic Officer	Dr. Cindy Yelick Chief Administrator
Mr. John Kinley Board Member	Ms. Margie Schwenk Board Member	Ms. Jenny Ugolini Board Secretary	

President: Margaret Borgen **Recorder:** Jenny Ugolini

**Joint Board Meeting with DMACC from 3:00 - 4:00 p.m.
Conference Rooms 107A/B**

Time	Topic/Process	Presenter	Outcome
2 min.	1.01 Roll Call	Margaret Borgen, Joe Pugel	Roll call and approval of the agenda.
	1.02 Approval of Agenda	Margaret Borgen, Joe Pugel	
55 min.	1.03 Heartland AEA and Des Moines Area Community College Joint Board Meeting	Margaret Borgen	The joint Boards' will meet for their annual meeting.
1 min.	1.04 Adjourn Joint Board Meeting	Margaret Borgen, Joe Pugel	Adjournment

Break and Transition Board Meeting Locations
Heartland AEA Board moves to Conference Room 113
DMACC Board Stays in Conference Rooms 107A/B

Board of Directors Meeting Agenda



1. Heartland Regular Board Meeting

Time	Topic/Process	Presenter	Outcome
5 min.	1.01 Roll Call	Margaret Borgen	Roll call and approval of the agenda.
	1.02 Approval of Agenda	Margaret Borgen	
	1.03 Approval of minutes from August 13, 2024.	Margaret Borgen	Review and approval of minutes from August 13, 2024.
	1.04 Public Forum and Correspondence	Margaret Borgen	Hear comments from members of the public and share Board correspondence.

2. Discussion Items

Time	Topic/Process	Presenter	Outcome
15-20	2.01 Service for Fee Updates	Cindy Yelick	Board members will be provided an update on service for fee plans.
10 min.	2.02 Stipend for Early Notification	Cindy Yelick, Brian Whalen	Board members will discuss offering the early notification stipend in 2024-25.
10 min.	2.03 Board Policy <ul style="list-style-type: none"> 1006 Facility/Public Meeting Room Usage 	Susie Meade	Board members will review a new board policy related to facility rental.
10 min.	2.04 Board Meeting Schedule & Agenda Planning Meeting Structure	Cindy Yelick	Board members will discuss the board meeting schedule and agenda planning meeting structure.

3. Action Items

Time	Topic/Process	Presenter	Outcome
5-10 min.	3.01 Stipend for Early Notification	Cindy Yelick, Brian Whalen	Board members may approve the early notification stipend for 2024-25.
	3.02 Central Rivers AEA and Heartland AEA Sharing Agreement (J. Williams)	Brian Whalen	Board members may approve the sharing agreement between Heartland AEA and Central Rivers AEA.
	3.03 Change Order	Brian Whalen	Board members may approve the final change order for the Phase II Construction Project.

Board of Directors

Meeting Agenda



	3.04 Board Policy <ul style="list-style-type: none"> • 1006 Facility/Public Meeting Room Usage 	Susie Meade	Board members may approve the board policy or bring it back for a second reading.
	3.05 Board Meeting Schedule & Agenda Planning Meeting Structure	Cindy Yelick	Board members may approve adjusting the board meeting schedule and agenda planning meeting structure.

4. Consent Agenda

Time	Topic/Process	Presenter	Outcome
2-3 min.	4.01 Personnel Report <ul style="list-style-type: none"> • Addendum 	Kevin Fangman	Handout: Personnel Report Admin. Recommendation: approval
	4.02 Bills	Margaret Borgen	Handout: Available at meeting Admin. Recommendation: approval
	4.03 Purchase Orders <ul style="list-style-type: none"> • <i>Navigate Wellness</i> - \$24,453.00 • <i>ConvergeOne</i> - \$26,762.22 	Et al	Handout: Purchase Requests Admin. Recommendation: approval
	4.04 Telus Health Agreement - (Formerly Lifeworks)	Brian Whalen	Handout: Agreement Admin. Recommendation: approval

5. Chief Administrator Comments

- FYI Upcoming Events

6. Board Comments

7. Adjournment

Next Board Meeting: October 8, 2024

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