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Board of Directors' Meeting Minutes (January 23, 1967)

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The regular meeting of the area board was held at the administration office of the Area XI Community College, 315 Walnut Street, Ankeny, Iowa, on Monday, January 23, 1967.

Members present:
- James R. Maggert, President
- Harry L. Cowden
- Ross C. Cramlet
- Rolland E. Grefe
- Max W. Kreager
- Robert Lounsberry
- Dwight Mater
- Harold Welin
- DeWitt Q. Williams

Also present:
- Paul J. Lowery, Superintendent
- Dale Bellairs, Business Manager
- Owen Shadle, Director of Vocational-Technical Education

On motion made by H. Welin and seconded by R. Cramlet, it was RESOLVED: That the minutes of the meeting held on December 19, 1966 be approved.

Superintendent Paul Lowery gave a report of the General Advisory meeting and expressed a need for advisory committee members from Guthrie, Madison and Warren Counties.

Superintendent Lowery, also, gave a report concerning the progress of the Skilled Needs Survey.

Letters of appreciation from the architects considered for the building project were read.

Mr. Grefe reported concerning the Steering Committee meeting. The Board was advised that copies of the minutes of this meeting would be forthcoming.

On motion made by Max Kreager and seconded by Rolland Grefe, it was RESOLVED: That the President, James Maggert, assume responsibility for getting legalizing legislation passed.

Mr. Grefe inquired as to the legal requirements of purchasing major equipment items. The Board was advised that the Code of Iowa requires consideration of bids for individual items of $2,500.00 and over.

Mr. Grefe suggested a brief description of expenditures made be included on the claims and accounts report.
On motion made by Rolland Grefe and seconded by DeWitt Williams it was

**RESOLVED:** That the claims and accounts be approved.

Motion carried unanimously.

It was discussed and suggested the possibility of including major travel expenses in the budget.

Mr. Grefe recommended a policy of minutes of Board meetings being available within ten days of the meeting.

On motion made by R. Grefe and seconded by R. Lounsberry, it was

**RESOLVED:** That the by-laws presented at a previous meeting be approved.

Motion carried unanimously.

Superintendent Lowery was instructed to complete narrative of Organizational Chart for presentation at next regular meeting.

Superintendent Lowery presented the following hourly rates for part-time instructors:

- $4.50 per hour for adult education
- $5.50 per hour for business education
- $7.00 per hour for skilled trades
- $8.00 per hour for technical fields

On motion made by H. Welin and seconded by D. Mater, it was

**RESOLVED:** That these rates be accepted.

Motion carried unanimously.

Superintendent Lowery presented the following schedule to be used as a guideline in approving appointments for staff positions:

- $6,000. to $10,500. - Practical Nursing
- $7,000. to $10,500. - Distributive Occupations
- $7,000. to $11,000. - Office Occupations
- $7,500. to $11,500. - Home Economics
- $8,000. to $12,000. or $12,500 - Engineering Fields

No immediate action was taken.

On motion made by R. Lounsberry and seconded by R. Crumlet, it was

**RESOLVED:** That Mr. Lowery be authorized to offer Robert Anderson the position of Electrical Drafting Instructor at an annual salary of $10,000.00; and James Dye the position of Related Instructor at an annual salary of $7,800.00.

Motion carried unanimously.

On motion made by M. Kreager and seconded by H. Cowden it was

**RESOLVED:** That the accounting firm of Peat, Marwick & Mitchell be retained to establish the bookkeeping and accounting system only.

Motion carried unanimously.
On motion made by H. Cowden and seconded by R. Crumlet, it was

RESOLVED: That the following courses of study be approved for the West Des Moines center

1. Industrial Electronics
2. Electrical Drafting
3. Secretarial Science
4. Clerical
5. Medical Assistance
6. Welding

Motion carried unanimously.

Advisory Committees for Occupational Areas of Health Occupations, Practical Nursing, Medical Assistance and Office Occupations were appointed. Copies are attached.

On motion made by H. Cowden and seconded by R. Lounsberry, it was

RESOLVED: That Business Manager, Dale Bellairs, be appointed as Secretary of the Board.

Motion carried unanimously.

On motion made by R. Grefe and seconded by H. Cowden, it was

RESOLVED: That arrangements be made with the depository agent i.e. Ankeny State Bank for authorization of signature on checks.

Motion carried unanimously.

On motion made by R. Grefe and seconded by H. Walen, it was

RESOLVED: That Allen Harrick, Des Moines Attorney be appointed to review contract for architectural services with the firm of Emery, Prall & Associates.

Motion carried unanimously.

Mr. R. Grefe reminded the Board that the By-Laws provided for the "Executive Sessions" immediately prior to the regular board meetings.

Superintendent Lowery reported that contact was being made with concession firms relative to installation of machines for the snack room on the West Des Moines Center. He was instructed by the Board to make an agreement at his discretion.

Mr. J. Maggert, Board President, announced the following:

a. National School Board Association Convention to be held at Portland, Oregon, April 22-25, 1967.

b. Arrangements have been made with the Boone Community School Board to survey the Community College situation, January 30th, meeting at 4:00 P.M. in the Boone High School. Those wishing to leave from Ankeny, meet at the Area XI offices at 3:00 P.M.
ANNOUNCEMENTS CONT'D

ADJOURN

c. The Board will meet with the Legislators from Area XI on February 6th, at the Kirkwood Hotel, Des Moines, 6:30 P.M.

On motion made by H. Welin and seconded by H. Cowden, it was

RESOLVED: That the meeting be adjourned.
Motion carried unanimously.

Respectfully submitted,

[Signature]
Dale A. Bellino
Secretary

[Signature]
President