

1-23-1967

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

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REGULAR
BOARD
MEETING

AREA XI COMMUNITY COLLEGE
BOARD MEETING
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

PRESENT

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

MINUTES
APPROVED

RESOLVED: That the minutes of the meeting held on December 19, 1966 be approved.
Motion carried unanimously.

GENERAL
ADVISORY
COMMITTEE

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.

SKILLED
NEEDS
SURVEY

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

ARCHITECTS

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

STEERING
COMMITTEE

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

LEGALIZING
LEGISLATION

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.

Motion carried unanimously.

PURCHASING
POLICY

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.

CLAIMS
&
ACCOUNTS

On motion made by Rolland Grefe and seconded by DeWitt Williams it was
RESOLVED: That the claims and accounts be approved.
Motion carried unanimously.

TRAVEL
EXPENSES

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.

BOARD
POLICIES

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

PERSONNEL

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. Cramlet, 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.

AUDITOR

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. Cramlet,
it was

COURSES
OF
STUDY

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

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.

SECRETARY

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.

ATTORNEY
FOR
ARCHITECTURAL
CONTRACT

On motion made by R. Grefe and seconded by H. Walin, 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.

EXECUTIVE
SESSIONS

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

CONCESSION

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:

ANNOUNCE-
MENTS

- 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.

ANNOUNCE-
MENTS
CONT'D

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

ADJOURN

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

Respectfully submitted,

Dale A Bellair
Secretary

James R Maggent
James R Maggent
President