2-12-1968

Board of Directors' Meeting Minutes (February 12, 1968)

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JANUARY 8, 1968

AREA XI COMMUNITY COLLEGE
315 WALNUT STREET
ANKENY, IOWA

REGULAR MEETING

The regular meeting of the Area XI Board of Directors was held in the Vocational-Technical Education Center, 2501 Vine Street, West Des Moines, Iowa, on Monday, February 12, 1968.

ROLL CALL

Members present:
Rolland E. Grefe, Vice-President
Ross C. Cramlet
Dwight Mater
William C. Price
Harold Welin

Absent:
Max W. Kreager
Robert Lounsberry
James R. Maggert, President
DeWitt Q. Williams

Also present:
Paul Lowery, Superintendent
Dale Bellairs, Business Manager-Board Secretary
Owen Shadle, Vocational-Tech. Director
Amos Emery, Architect
Clifford Prall, Architect

APPROVAL OF MINUTES

There being no objections, the minutes of January 8, 1968, meeting were approved as presented.

PERSONNEL

On motion by H. Welin and seconded by R. Cramlet, it was RESOLVED: that the superintendent be authorized to offer employment to the following:

Donald V. Sanders as MDTA Auto Service Mechanic Instructor at an annual salary of $7977.00;

Leona Martin as Medical Assistant Instructor at an annual salary of $6200.00;

Antoinette K. Tenke as Operating Room Technician Instructor on a part-time basis at a monthly salary of $375.00;

Tom Dart as Counselor at an annual salary of $10,000.00.

Motion carried unanimously.

SITES

Architects Amos Emery and Clifford Prall reviewed the current campus plans and future plans for the entire 320 acre site. A detailed explanation was made of Iowa Highway Commission plans to extend Second Avenue to intersect with a proposed four-lane highway at the southwest corner of the area campus. A sketch of this is being prepared and will be presented in the near future.
ADMINISTRATIVE REPORTS

Superintendent Lowery reported on the following:

Enrollment:
The total current enrollment of Area XI Community College is 3202, with 2627 having completed courses since July 1. A total of 6096 students have been served during this same period.

General Aid:
General Aid Funds in the amount of $82,611.68 for second quarter operation has been received.

Higher Education Facilities:
Area XI has been approved for $680,150.00 from Title I funds plus an additional $5,000.00 for recording-reception. A second application for additional federal funds has been submitted. These plans were reviewed by the state department of public instruction advisors who suggested some minor changes.

Access Roads and Sewage System:
Plans of the access roads and sewage systems as they relate to the master plan of the permanent campus.

Report of Meeting of Area Boards and Superintendents:
Recent meeting of area boards and superintendents which covered mainly operation of programs, finances, taxes, legislation, and enrollment. R. Grefe and R. Cramlet, who also attended this meeting with Mr. Lowery gave additional information.

Computer System:
Request for bids for a computer system have been mailed and opening will be February 16, 1968, 1:00 P.M. at the Vocational-Technical Education Center, 2501 Vine Street, West Des Moines.

Interim Finance Committee Visit:
Members of the Iowa Legislative Interim Finance Committee visited area school facilities on January 26, and indicated their interest in good vocational programs and were impressed with the accomplishments of the school.

Legislative Tours:
Legislators of Area XI have been invited to tour the school facilities. First tour was held on February 8, and another will be on February 14. The school is open at any time for them to visit.

Polk County Community Action Council:
Philip Langeman, Area XI Adult Education Director, will again be representing the area school on the Polk County Community Action Council and O.E.O. 4-County Board.
Trip to Ferris State College:
H. Welin and others of the Board who participated in the visit to Ferris State College, Big Rapids, Michigan, recently, indicated they were impressed with the accomplishments of that school and expressed their interest in having good vocational programs.

CLAIMS AND ACCOUNTS
On motion by R. Cramlet and seconded by Wm. Price, it was
RESOLVED: that the claims and accounts be approved as presented.
Motion carried unanimously.

SPECIAL BOARD MEETING
Superintendent Lowery advised that deadlines for the proposed Area XI budget for 1968-69 operations to be submitted to the State Department of Public Instruction for approval have been moved ahead and therefore, requested a special meeting to be held Monday, February 19, for budget review purposes.

TEMPORARY SPACE NEEDS
Superintendent Lowery advised of the need for 20,000 sq. ft. of temporary space. Architects were instructed to proceed with developing plans for this space to be located in the master campus plan.

BOONE BOARD MEETING
H. Welin reported on the meeting of the representatives of Area XI Board with the Boone Junior College Board on January 30, and submitted the proposals of both groups. No action was taken at this time since these proposals would be reviewed further at the next meeting.

NEW BUSINESS
On motion by D. Mater and seconded by H. Welin, it was
RESOLVED: that programs as listed on the attached sheet be approved. (see attached)
Motion carried unanimously.

H.D.T.A. LEASE
On motion by Wm. Price and seconded by R. Cramlet, it was
RESOLVED: that Superintendent Paul Lowery and Board Secretary, Dale Bellairs, be authorized to sign a lease with Bell Avenue Realty for the Des Moines Comprehensive Facility, subject to a listing of all items that have been installed by the Des Moines Public School System and the Area XI Community College, which are to be removed at the termination of the lease.
Motion carried unanimously.

ADJOURNMENT
On motion by R. Cramlet and seconded by H. Welin it was
RESOLVED: that the meeting be adjourned. Motion carried unanimously and meeting was adjourned.

Dale Bellairs, Board Secretary

Rolland E. Greve, Vice-President
PROGRAMS APPROVED BY BOARD

<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>LECTURE</th>
<th>LAB</th>
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</thead>
<tbody>
<tr>
<td>Building Trades Related Mathematics</td>
<td>22</td>
<td>18</td>
</tr>
<tr>
<td>Building Trades Blue Print Reading</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Auto &amp; Diesel Mechanics</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Food Service I - Hotels &amp; Restaurants</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Food Service I - Hospitals &amp; Nursing Homes</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Food Service II - Hospital &amp; Nursing Home</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Food Service I - School Lunch</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Food Service II - School Lunch</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Machine Duplicating Techniques</td>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>Typing Improvement for Employed Workers</td>
<td>2</td>
<td>6</td>
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<tr>
<td>Dictating Business Letters</td>
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<td></td>
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<tr>
<td>Supervising Office Workers</td>
<td>14</td>
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<tr>
<td>Business Planning and Control for Profit</td>
<td>6</td>
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<tr>
<td>Sales Clinic for Outside Salesmen</td>
<td>12</td>
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<tr>
<td>Route Sales</td>
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<td>84</td>
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<td>Key Punch Machine Operator Training</td>
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<tr>
<td>Immediate Care of the Sick and Injured</td>
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<td>24</td>
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<tr>
<td>Coronary Care Techniques</td>
<td>38</td>
<td>4</td>
</tr>
<tr>
<td>Sanitarian Related Training</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADULT EDUCATION PROGRAMS

Upholstery
3 - Dimensional Experiment
Gun Safety for Women
Small Engine Repair
Learn to Think on Your Feet
Burlap Boutique
Speedreading
Psychology for Healthier Living
Furniture Repair
Photography
Furniture Making
Creative Cooking
Physical Science Study Committee
Auxilliary School Personnel

FULL TIME VOCATIONAL-TECHNICAL PROGRAMS

Electronics Maintenance Technician
Medical Laboratory Assistants
Child Care
Agriculture-Business
Accounting
Interior Decorating
Printing