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Board of Directors Meeting Minutes

7-11-1994

Board of Directors Meeting Minutes (July 11, 1994)

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July 11, 1994

DES MOINES AREA COMMUNITY COLLEGE
Board of Directors

Regular Meeting - July 11, 1994
DMACC Commons - Eldon Leonard Board Room
Ankeny, Iowa

AGENDA

1. Call to order - 4 p.m.

2. Roll call.

3. Consideration of tentative agenda.

4. Administration of Oath of Office, Director District III appointment, Naomi Neu, Carroll, Iowa.

5. Public comments.

6. Presentation - Cooperative Programming with Iowa State University.
   Kim Linduska, Vice President, Academic Affairs.

7. Consideration of minutes of the June 13, 1994 regular board meeting.

8. BOARD REPORT NO. 94-059. Consideration of Human Resources report.

9. BOARD REPORT NO. 94-060. Consideration of the Strategic Plan for FY1995.

10. Consideration of payables.

11. Presentation of financial report.

12. President's report.

13. Board members' reports.

14. Closed session - collective bargaining.

15. Closed session - litigation.

16. Information Items:
    A. August 5 - Carroll Commencement - 6:30 p.m.
    B. August 8 - Regular Board Meeting - 4 p.m. - Carroll

17. Adjournment.

BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Boulevard
Ankeny, Iowa

REGULAR MEETING JULY 11, 1994	The regular meeting of the Des Moines Area Community College Board of Directors was held at the DMACC Commons, Ankeny Campus, on July 11, 1994. Board President Doug Shull called the meeting to order at 4 p.m.
ROLL CALL	Members Present: *Harold Belken Lloyd Courter Dale Froehlich Dick Johnson **Naomi Neu Doug Shull Madelyn Tursi Nancy Wolf-Keith Members Absent: Gerry Pecinovsky Others Present: Joseph A. Borgen, President/CEO Helen Harris, Board Secretary Don Zuck, College Treasurer Pat Shoff, Attorney, Davis, Hockenberg Law Firm Other interested DMACC staff and area residents
APPROVAL OF TENTATIVE AGENDA	A motion was made by N. Wolf-Keith, seconded by D. Johnson, that the Board approve the tentative agenda as presented. Motion passed unanimously. Aye-Courter, Froehlich, Johnson, Tursi, Wolf-Keith, Shull. Nay-none.
OATH OF OFFICE, **NAOMI NEU, DISTRICT III	**At the June 13, 1994 Board meeting, Naomi Neu of Carroll was appointed to fill the vacancy on the DMACC Board of Directors from District III. H. Harris, Board Secretary, administered the Oath of Office to Mrs. Neu.
PUBLIC COMMENTS	None. *Director Belken arrived.
PRESENTATION, DMACC/ISU COOPERATIVE PROGRAMMING	Kim Linduska, Vice President of Academic Affairs, Wayne Merrell, Director of the Advanced Technology Center, and Jim Bernard of the I.S.U. Iowa Center of Emerging Technology gave an overview on cooperative programming between DMACC and Iowa State University.

APPROVAL OF MINUTES	President Shull noted a correction of the net interest cost of the sale of anticipatory warrants on page 5 of the minutes of the June 13, 1994, board meeting. The correction has been made and President Shull declared the minutes approved as corrected.
APPROVAL OF HUMAN RESOURCES REPORT	BOARD REPORT #94-059. L. Courter moved that the Board approve the following personnel items; second by N. Wolf-Keith. Motion passed unanimously. Aye-Belken, Courter, Froehlich, Johnson, Neu, Tursi, Wolf-Keith, Shull. Nay-none.
Long Term Leave Without Pay	Baker-Broderson, Beth, Instructor, English, Ankeny Campus. To begin August 29, 1994, and end May 12, 1995.
Resignations	Kesl, Lyle, Instructor, Biology, Ankeny Campus. Effective August 8, 1994.
Nine-month Contract Extension, Summer 1994	Henry, Dean C. - 100% load, $12,570.54.
Reinstatements	Blair, Connie, Educational Advisor. To reinstate specially funded employment agreement from July 1, 1994 through June 30, 1995.
	Brainard, Patricia, Instructor, Correctional Educational Program. To reinstate specially funded contract with licensed faculty.
	Schon, Renee, Coordinator, displaced Homemaker/Single Parent Projects. To reinstate specially funded employment agreement from July 1, 1994, through June 30, 1995.
	Schumann, Drew, Instructor, Correctional Educational Program. To reinstate specially funded contract with licensed faculty.
	Slykhuis, Lynn, Instructor, ABE/HSE. To reinstate specially funded contract with licensed faculty.
	Snowbarger, Amy, Coordinator, Displaced Homemaker/Single Parent projects. To reinstate specially funded employment agreement from July 1, 1994, through June 30, 1995.
	Stone, Margaret, Coordinator, Displaced Homemaker/Single Parent projects. To reinstate specially funded employment agreement from July 1, 1994, through June 30, 1995.
Long Term Disability Leave	Taylor, Mary E., Office Assistant II, Urban Campus. Effective May 23, 1994.

APPROVAL OF STRATEGIC PLAN, FY1995

BOARD REPORT #94-060. A motion was made by N. Wolf-Keith, seconded by D. Froehlich, that the Board approve the DMACC

Strategic Plan which details the goals and objectives for the College for FY1995. Attachment #1.

Motion passed unanimously. Aye-Belken, Courter, Froehlich, Johnson, Neu, Tursi, Wolf-Keith, Shull. Nay-none.

APPROVAL OF PAYABLES

Approval of the payables as presented in Attachment #2 to these minutes was made by L. Courter, seconded by D. Johnson.

Motion passed unanimously. Aye-Belken, Courter, Froehlich, Johnson, Neu, Tursi, Wolf-Keith, Shull. Nay-none.

FINANCIAL REPORT

The June 30, 1994, monthly Financial Report will be filed when complete. An Investments Recap by Bank was distributed, as shown in Attachment #3 to these minutes.

CLOSED SESSION - BARGAINING

None.

CLOSED SESSION - LITIGATION

A motion was made by D. Johnson, seconded by H. Belken, that the Board hold a closed session as provided in Section 21.5(1)(c) of the Open Meetings Law to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

Motion passed unanimously on a roll call vote and at 5:25 p.m., the Board convened in closed session. Aye-Belken, Courter, Froehlich, Johnson, Neu, Tursi, Wolf-Keith, Shull. Nay-none. Pat Shoff, attorney with the Davis, Hockenberg Law Firm and Gordon Greta, DMACC General Counsel, were in attendance at the closed session.

A tape recording of the closed session for litigation is in the DMACC safety deposit box at Community State Bank, Ankeny. The Board returned to open session at 6:05 p.m.

ADJOURNMENT

A motion for adjournment was made by N. Wolf-Keith, seconded by D. Froehlich.

Motion passed unanimously and at 6:07 p.m., Board President Shull adjourned the meeting.

DOUG SHULL, President

HELEN M. HARRIS, Board Secretary

DMACC
DES MOINES AREA COMMUNITY COLLEGE

BOARD REPORT

To the Board of Directors of Des Moines Area Community College

Number: 94-060
Date: July 11, 1994
Page: 1 of 1

AGENDA ITEM Des Moines Area Community College Strategic Plan for the Fiscal Year Ending June 30, 1995.

BACKGROUND

In accordance with DMACC Board Policy 2002(12), the President annually prepares and presents to the Board of Directors a Strategic Plan detailing goals and objectives for the College. The Strategic Planning Committee has consulted with many sources within the College and from various communities in preparation of the current plan. The plan is annually submitted to the Board for review and consideration.

RECOMMENDATION

It is recommended that the Board adopt a motion approving the Strategic Plan for the Fiscal Year Ending June 30, 1995.

Dr. Joseph Borgen, President

Attachments

A. The Strategic Plan for the Fiscal Year Ending June 30, 1995.

Note: Page numbers refer to the plan's relative position in a document that includes institutional data and other College information not requiring Board approval. All Board members will receive a complete document upon approval of the Strategic Plan and completion of the additional information.

Quality

GOAL 1 To Demonstrate Quality Outcomes Through Measures Of Student Academic Achievement And Institutional Performance.

Objective 1 To demonstrate quality outcomes through measures of student academic achievement.

1) Identify measurable student outcomes for AA/AS, AGS Degree programs.

2) Implement measures of effectiveness, in at least one identified area, for all non-instructional student services.

3) Assess the effectiveness of programs and services which incorporate both external and internal measures and develop plans for improvement.

Objective 2 To demonstrate quality outcomes through measures of institutional performance.

1) Use one year and five year program evaluation processes to verify that our educational offerings are consistent with College mission and goals, and that we are continually striving to improve quality through measurable annual goals.

DRAFT
FOR DISCUSSION ONLY

GOAL 2 To Provide A Comprehensive Staff Development Program That Supports The Professional Growth Of Staff Members.

Objective 1 To develop and implement specific staff development programs.

1) Conduct teacher licensure renewal courses on the Ankeny Campus.

2) Complete the supervisory/management (Management Institute) development program.

3) Develop and implement technical updating programs for all professional/technical staff and faculty.

4) Explore the possibility of establishing a Teacher Resource Center to encourage faculty to identify and experiment with state-of-the-art instructional strategies.

5) Explore opportunities to increase adjunct faculty awareness of College policies, procedures, services and staff developmental activities.

Objective 2 To continue staff educational efforts to enhance customer (student) relations.

1) Expand the scope of the "Connections" Training Project to include additional staff.

2) Develop a process to continually re-inforce the customer service initiatives identified through "Connections" training.

GOAL 3 To Develop A Plan For Providing More On-Campus Practical Work Experience For Students.

Objective 1 Use the talents of students by expanding the number of students employed by the College to perform meaningful duties and responsibilities through Federal Work Study, program internships and practicums, and other part-time employment.

DRAFT
FOR DISCUSSION ONLY

GOAL 4 To Develop A Plan For Retention Of Learners.

Objective 1 To develop and implement a student advising/mentoring plan to use the talents and expertise of the faculty in advising students in academic planning.

Joint Ventures

GOAL 1 To Expand Joint Ventures And Working Relationships With Secondary Schools, Universities And Private And Public Organizations.

Objective 1 To develop a process for facilitating a higher education option for students who graduate from a career education program.

1) Determine appropriate career education programs for articulation to senior institutions.

2) Outline a plan to identify career education programs for articulation.

Objective 2 Continue cooperative ventures with Iowa State University in the areas of course/program articulation and sharing, and cooperative grants and projects.

Objective 3 Work cooperatively with secondary schools to deliver vocational education courses to their students that which articulate to DMACC career education programs

Objective 4 Cooperate with Iowa State University Extension Services to offer co-sponsored programs and coordinated services on DMACC campuses.

Objective 5 Finalize a cooperative educational program with the University of Northern Iowa and the Carroll Campus which will offer students a four year degree.

Objective 6 Examine the possibility of developing an articulation agreement in medical sciences with the University of Osteopathic Medicine and Health Sciences.

Objective 7 Explore the possibility of establishing an Arbitration Process for articulating course work with other institutions.

DRAFT
FOR DISCUSSION ONLY

GOAL 2 To Promote Intercultural And International Understanding Among Students, Faculty And Staff Through The Establishment Of Programs With Institutions In Other Countries.

Objective 1 To pursue grant funds for faculty and staff travel; opportunities for international faculty and staff exchanges; and student internships for studies in other countries.

Objective 2 To continue to create an internationalized curriculum through a process which develops an international perspective within the faculty and is incorporated into the classroom.

GOAL 3 To Expand Joint Ventures And Working Relationships With Business And Industry.

Objective 1 To provide students with additional practical experience in the business and industry environment.

Objective 2 To continue to develop Des Moines Area Community College as an educational center for business and industry training and retraining.

Objective 3 Develop a working relationship with the Iowa Energy Center to establish a center for demonstration and testing of energy systems, computer simulation and continuing education opportunities.

Objective 4 Investigate shared programs/courses, facilities, equipment and instructors with the Iowa National Guard by using either the Advanced Technology Center and/or the Iowa Communications Network.

Objective 5 Continue partnerships between industry and the Advanced Technology Center to deliver high quality up-to-date training.

Objective 6 Establish training alliance with downtown Des Moines businesses to deliver training that is targeted to the learning needs of downtown workers.

GOAL 4 Develop linkages with local Workforce Development Centers to provide counseling, assessment and training to eligible clients.

DRAFT
FOR DISCUSSION ONLY

Access & Choice

GOAL 1 To Examine All Programs to Ensure That Education is Delivered Equitably to All DMACC Students.

GOAL 2 To Expand Access To The Programs And Services Of Des Moines Area Community College For All Persons Appropriate To Their Personal And Academic Needs And Abilities.

Objective 1 To continue providing a wide range of educational support services so that all students may participate in programs and services of the College.

Objective 2 To continue preparing students for successful goal completion through counseling, orientation, assessment, advising and placement.

Objective 3 To continually explore financial opportunities for students that cannot participate in programs and services because of cost.

Objective 4 Explore the benefits of participating in the United States Department of Education Direct Loan Program.

GOAL 3 To Increase The Awareness Of The Educational Offerings Of The College And Assist Learners In Accessing Such Programs And Services.

Objective 1 To develop and implement a comprehensive marketing strategy for the College and its various components.

1) Focus the marketing plan and strategies to target audiences of recent High School graduates and employed workers.

2) Develop a system to measure the impact of the College's marketing efforts.

3) Develop a system to track response to recruiting efforts.

4) Re-instate the College ViewBook and Student Handbook.

5) Develop a plan to promote the knowledge of the availability of financial aid and other financial assistance at the College.

DRAFT
FOR DISCUSSION ONLY

6) Develop and implement a plan to use the talents and expertise of all College personnel in recruiting and providing an information source to prospective learners.

GOAL 4 To Increase Student Access to Educational Offerings.

Objective 1 Expand and promote student cross-enrollment at Drake and Grandview.

Objective 2 Determine the feasibility of offering a "fast-track" program which allows a student to complete a program in less time than is currently required.

Objective 3 Explore the possibilities of offering students a "pay-as-you-go" Plan.

Objective 4 Market an eight-week summer program which focuses on recent High School graduates and students on summer break from other Colleges.

Objective 5 Explore the possibility of offering credit for life experience and/or knowledge.

Objective 6 Conduct needs assessment for potential new programs:

Farm Apprenticeship	Safety
Industrial Technology	Pharmacy Tech/Assistant
Multi-Media	Chemistry Lab Technician
Food Store Management	

Objective 7 Review all programs to determine which are appropriate to expand one-year or certificate options.

DRAFT
FOR DISCUSSION ONLY

GOAL 5 To Create An Environment At Des Moines Area Community College To Encourage Life Long Learning.

Objective 1 To expand adult education offerings and generate tuition and fees commensurate with the costs of providing the education including overhead.

1) Perform an analysis of adult education offerings to broaden the scope of courses offered.

2) Assess the practicality of the educational offerings and make offerings sensitive to the needs of the learners.

3) Revise the tuition and fee schedules for adult education to ensure revenue is generated to cover costs.

Objective 2 To explore the possibilities of providing adult education offerings that allow for individualized learning.

Objective 3 To develop courses and assistance programs to serve the needs of the senior citizen population.

GOAL 6 To Develop A Long-Range Plan For The Future Needs Of Learners Regarding Apprenticeship Programs.

Objective 1 To expand the Apprenticeship Programs and investigate the possibility of creating full-time programs.

DRAFT
FOR DISCU

Resource Management & Accountability

GOAL 1 To Provide Adequate Funding To Support The College's Operations, Programs And Services.

Objective 1 To Increase College Revenues

1) Develop a plan for increasing tuition rates which also increases the College's quality and the student's access and choice.

2) Revise all fees currently charged by the College to ensure they are adequate to cover the incurred costs.

3) Determine items that fees are not currently charged for, that would be appropriate.

4) Maintain or increase the level of State Support received for fiscal 1995 and future years:

   a) Upgrade Contact Hour reporting systems and procedures to ensure the College is receiving credit for all hours of education.

   b) Advocate and propose a change to the State's Funding Formula to help ensure a more equitable distribution of state funds among Community Colleges.

5) Increase DMACC Federal, Corporate and Local Support for student financial aid through Foundation fund raising and special projects as follows:

1994	$ 200,000	
1995	$ 220,000	10% increase
1996	$ 242,000	10% increase

6) Increase Government and Private Support for College Projects and Special Grants by 10% per year.

7) Explore and develop at least one new source of funding for the institution such as the Department of Labor for training and re-training.

DRAFT
FOR DISCUSSION ONLY

Objective 2 To Ensure The Most Efficient Use of All College Resources.

1) To effectively use the expertise of the College's faculty and staff:

   a) Identify the resources of College personnel that might be utilized in continuing education offerings.

   b) Assign faculty to teach the new student orientation course.

   c) Develop a plan for involving faculty in student recruitment and marketing the programs and services of DMACC.

2) Develop a long-range plan for the re-allocation of College Expenditures:

   a) Explore the re-allocation of institutional resources to meet emerging trends.

   b) Evaluate effectiveness in employment terms of all current program offerings.

   c) Develop a Strategic List of programs with identified needs and potential for future consideration.

   d) Explore the possibility of increasing current class sizes in targeted disciplines.

   e) Prepare a plan for integrating the operations of all campuses to standardize systems, dates and procedures.

   f) Explore the use of non-traditional employees and determine a method of payment for the services provided.

   g) Investigate changes to personnel hiring, compensation, calculation of instructor load and a system of employee rewards.

3) Maintain the current efficiency standards of the College when compared to similar institutions in the State by serving the largest enrollment, at the lowest tuition while paying the highest salaries.

Objective 3 To maintain operating revenue and expenditures at the level required to annually generate a 10% growth in equity (fund balance).

Objective 4 To complete the current phase of the Capital Plan and begin implementation of the Ten Year Plan for future years.

DRAFT
FOR DISCUSSION ONLY

Objective 5 To Maintain and Emphasize the Strategic Planning Process.

1) Develop a five year Institutional Strategic Plan with specific goals and objectives for each respective year.

2) Develop a plan for integrating the Strategic Planning Process with the annual Budgeting Process.

3) Update the Strategic Plan annually.

4) Continue to evaluate and modify the Strategic Indicators used to evaluate progress toward the achievement of the Plan's goals and objectives.

GOAL 2 To Maintain Policies And Operating Procedures For Accomplishing The College Mission.

Objective 1 Review and Update all institutional Policies and Procedures.

Objective 2 To follow a policy applying to all employment and personnel procedures and practices that will provide equal employment opportunity to all employees and applicants for employment in accordance with applicable local, state and federal laws and regulations, and to refrain from engaging in or allowing, discrimination, including harrassment, which is illegal, based on race, color, national origin, creed, religion, sex, disability and vietnam era veterans.

Objective 3 To challenge, adopt, modify, and/or establish policies and procedures that allow the most efficient use of the new Central Computing System.

DRAFT
FOR DISCUSSION ONLY

GOAL 3 To Ensure That The Investment That Students Make In Des Moines Area Community College Results In Identifiable, Measurable Benefits To Those Students.

Objective 1 To create a system where the attainment of student goals and aspirations is the benchmark for evaluation of the College's programs and services.

1) Monitor the student tracking system to accurately assess student goal attainment and to identify how the information will be used as a basis for program and student services planning.

Objective 2 Measure the student's academic growth while attending DMACC.

1) Review and update competencies for each College course and program.

2) Develop academic assessment instruments to measure the knowledge students gain in each course.

3) Use assessment information to help students and their teachers make informed decisions about career placement.

4) Implement the orientation program for new students.

Objective 3 Explore the possibility of implementing a DMACC graduate guarantee program.

DRAFT
FOR DISCUSSION ONLY

Technology

GOAL 1 To Continue To Develop A Long-Term Strategic Vision And An Implementation Plan For The Use Of Information Technologies In The College.

Objective 1 To organize an Information Technology Advisory Council to develop, review and update the College's plan.

Objective 2 To develop a long-term strategic vision and policies which support equitable access to information technologies.

GOAL 2 To Re-Engineer The Institution's Processes.

Objective 1 To implement each new technology only after re-designing the College's Policies and Procedures to accomplish required tasks in a new and more efficient manner which also adds value to the output as utilized by faculty, staff and students.

GOAL 3 To Develop Funding Strategies To Financially Support The Acquisition, Maintenance And Upgrading Of The Technologies As Well As Fund Professional And Staff Development.

Objective 1 To quantify the College's plan developed in Objective 1, Goal 1.

Objective 2 To prepare a long-term information technologies capital expenditure plan and annual operating budget for DMACC. This plan is to include assignment of a personal computer to all staff.

GOAL 4 To Improve Access To The Institutions Central Computer Information System For All Faculty, Staff And Students.

Objective 1 To balance this broad-based access with need for ongoing security of data.

DRAFT
FOR DISCUSSION ONLY

Objective 2 To fully implement SCT BANNER software products as follows:

1) Purchased Software:

   a) Financial system, January 1, 1995
   b) Human Resources, January 1, 1995
   c) Financial Aid, March, 1995
   d) Student Services, May, 1995

2) Network Access:

   a) To determine, plan and implement connection of system to network to allow institution-wide access.

3) Custom Software:

   a) To develop a comprehensive list and implementation timetable for custom software applications:

      Project management
      Learning Centers

4) Training:

   a) To develop a long-range program for re-training current employees, orienting and training new employees and professional development for technical personnel.

Objective 3 To develop a comprehensive list and implementation timetable of technological services that for students:

1) Access to records.
2) Remote registration.
3) Financial Aid status.

DRAFT
FOR DISCUSSION ONLY

GOAL 5 To Continue To Plan, Install, Operate, Maintain And Educate Users Of The Wide Area Network.

Objective 1 To develop a plan and timetable for network access all faculty and staff network access.

Objective 2 To complete connections between all campuses and implement the following services in fiscal 1995.

1) Electronic Mail.
2) FAX and modem servers.
3) Centralized CD ROM capabilities.
4) Internet access.

Objective 3 To develop a comprehensive list of network services required by all users and prepare a plan for obtaining resources and implementing services.

1) Voice.
2) Data.
3) Video.

Objective 4 To develop a plan to constantly retrain system users:

1) Technical Staff.
2) Application Users.
3) Department Leaders.
4) User Groups.

Objective 5 To develop a comprehensive plan for connection of the Colleges network to regional, national and international data and communication sources.

Objective 6 To investigate and incorporate into the technologies plan the use of new technologies:

1) PowerPC's.
2) Compressed video.
3) Student card systems.
4) Lap-tops.
5) Audio/video conferencing.
6) Voice recognition.

Objective 7 To adhere to appropriate technical standards while allowing for diversity of technologies based upon business and academic needs.

DRAFT
FOR DISCUSSION ONLY

GOAL 6 To Develop A Long-Range Strategy For Integrating Technology Into Educational Offerings.

Objective 1 To develop a plan for the addition of the Urban campus to the Iowa Communications Network.

Objective 2 To study all current vocational programs and determine the technology required to assure students are being trained in the latest methods.

Objective 3 To expand utilization of the Iowa Communications Network.

1) To complete a needs assessment of area residents, institutions and businesses to determine distance learning needs for the area:

   a) Workshops.
   b) Training.
   c) Television programs.
   d) Area Education Agencies.
   f) Professional development.
   g) Local Education Agencies.

2) To develop a system of policies and procedures for courses to be offered (originated or received) on the Network.

3) To develop an annual plan for training educators to deliver instruction over the network.

Objective 4 To develop a plan for implementing technologies into all instructional activities such as:

1) Industry training.
2) Learning laboratories.
3) Multi-media instruction.
4) Individualized instruction.
5) Electronic publishing.
6) Libraries.
7) Computer-assisted instruction.

DRAFT
FOR DISCUSSION ONLY

GOAL 7 To Develop An Attitude And Acceptance Of Information Technologies Into The Classroom, Community And The Workplace And Adequately Train And Inform All Users.

Objective 1 To provide opportunities for faculty to experiment with new instructional delivery systems.

Objective 2 To develop a plan for continuing education opportunities for employees.

Objective 3 To investigate information technology backgrounds and/or experience as requirements for new faculty and/or staff.

Objective 4 To determine the needs of communities, businesses, and institutions in the area for technological training.

DRAFT
FOR DISCUSSION ONLY

Economic Development

GOAL 1 TO PROVIDE, IN PARTNERSHIP WITH BUSINESS, INDUSTRY AND RELATED ORGANIZATIONS, PROGRAMS AND SERVICES THAT PROMOTE ECONOMIC DEVELOPMENT.

Objective 1 To expand quality industry and business education training and consulting.

1) To increase awareness of credit and non-credit courses, training, programs and services available to business and industry.

2) To assess the needs of business and industry for educational and consulting services.

3) To serve as the site for, and a partner in, the Iowa Manufacturing Technology Center.

4) To develop a model program to assist small manufacturers in integrating advanced technology into their business to increase productivity.

Objective 2 To increase educational offerings and enrollment of the Transportation Institute.

Objective 3 To increase the involvement of the College's faculty in business and industry training projects.

Objective 4 To review faculty workload policy for industry training and consulting.

Objective 5 To develop and market an ISO 9000 training package that is the best in the State.

DRAFT
FOR DISCUSSION ONLY

VESTMENTS

DES MOINES AREA COMMUNITY COLLEGE
INVESTMENTS
RECAP BY BANK
July 1, 1994

	AMOUNT	INTEREST RATE
RST NATIONAL BANK, AMES:		
Money Mkt Svgs Acct (Gen Fd)	$1,382,723	3.3% changes monthly
Money Mkt Svgs Acct (Plant Fd)	1,078,354	3.3% changes monthly
Alumni CD #21354 (Agency Fd)	45,000	3.75% Matures 04/04/95
Alumni Nurse CD (Agency Fd)	5,000	3.75% Matures 04/04/95
NJTP Acct (Restricted Fd)	0	No interest account
Total	$2,511,077	
RSTAR BANK DES MOINES:		
NJTP Multiples 15–17(Taxable)	$1,684,271	changes weekly
DRWEST BANK DM–TRUST/ISJIT:		
Nowest Trust NJTP Funds (ISJIT)	$8,893,427	Varies Daily
ISJIT Direct NJTP Funds	5,102,517	Varies Daily
Total	$13,995,944	
WKEYE BANK OF DES MOINES:		
Money Mkt Svgs Acct (Gen Fd)	$1,061,424	3.26% changes monthly
General Fund CD	2,000,000	4.9% Matures 12–1–94
Plant Fund CD	1,000,000	4.9% Matures 12–1–94
Total	$4,061,424	
ATE BK & TRUST CO, NEVADA:		
Money Mkt Svgs Acct (Gen Fd)	$1,984,803	2.94% changes monthly
Money Mkt Svgs Acct (Plant Fd)	2,000,000	2.94% changes monthly
Total	$3,984,803	
RROLL COUNTY STATE BANK:		
Money Mkt Svgs Acct (Gen Fd)	$89,691	2.53% changes weekly
MMUNITY ST BANK, ANKENY:		
Money Mkt Svgs Acct (Gen Fd)	$3,071	2.74% changes monthly

SUMMARY OF ABOVE:

NJTP FUNDS	$15,680,215
PLANT FUNDS	4,078,354
OTHER FUNDS	6,571,712
TOTAL ALL FUNDS	$26,330,281

DMACC
DES MOINES AREA
COMMUNITY COLLEGE

ANNUAL FINANCIAL REPORT

JUNE 30, 1994

DES MOINES AREA COMMUNITY COLLEGE

ANNUAL FINANCIAL REPORT

June 30, 1994

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1 Balance Sheet - All Funds
2 Statement of Revenue, Expenditures & Changes in Fund Balances
3 Schedule B - Investments
4 Schedule F - Detail of Liabilities

BUDGET vs ACTUAL SUMMARY REPORTS:

5 Budget Balance Report for All Funds
6 Budget Status Graph Funds 1 and 2
7 Budget Status Graph Funds 3 thru 7
8 Graph Showing Actual Expenditures & Revenue Comparisons between Current and Prior Year for Funds 1, 2 and 7

BALSHEET

DES MOINES AREA COMMUNITY COLLEGE
BALANCE SHEET
JUNE 30, 1994

ASSETS		Unrestricted General Fund 1	Restricted General Fund 2	Auxiliary Fund 3	Agency Fund 4	Scholarship Fund 5	Loan Fund 6	Plant Fund 7	Total
Current Assets									
Cash on Hand or in Banks	(Sch A)	307,914	13,227		2,301		2,630		326,072
Investments	(Sch B)	6,440,809	16,101,986	145,079	537,712	144,786	50,601	4,130,415	27,551,388
Accounts Receivable	(Sch C)	4,038,619	21,460,306	311,603	48,752	3,671	12,702	10,554	25,886,207
Student Loans	(Sch E)						1,019,301		1,019,301
Deposits & Prepaid Expenses	(Sch D)		318		3,619				3,937
Inventories	(Sch D)	188,414		606,854					795,268
Due to/from Other Funds									0
Total current assets		10,975,756	37,575,837	1,063,536	592,384	148,457	1,085,234	4,140,969	55,582,173
Fixed Assets									
Land, Buildings & Improvements					36,089			47,692,134	47,728,223
Equipment, Leased Prop, Books & Film					142,737			17,394,126	17,536,863
Total fixed assets		0	0	0	178,826	0	0	65,086,260	65,265,086
TOTAL ASSETS		10,975,756	37,575,837	1,063,536	771,210	148,457	1,085,234	69,227,229	120,847,259
LIABILITIES AND FUND BALANCES									
Current Liabilities		7,934,264	12,582,817	210,482	195,486	57,616		8,194	20,988,859
Long Term Liabilities			24,266,920					8,064,572	32,331,492
Deposits Held in Custody for Others		4,706			575,724				580,430
Total liabilities	(Sch F)	7,938,970	36,849,737	210,482	771,210	57,616	0	8,072,766	53,900,781
Fund Balance									
Unrestricted		2,848,372							2,848,372
Restricted – spec purposes		188,414	726,100	853,054		90,841	1,085,234	4,140,969	7,084,612
Net Investment in Plant								57,013,494	57,013,494
Total fund balance	(Sch G thru Sch K)	3,036,786	726,100	853,054	0	90,841	1,085,234	61,154,463	66,946,478
TOTAL LIABILITIES & FUND BALANCE		10,975,756	37,575,837	1,063,536	771,210	148,457	1,085,234	69,227,229	120,847,259

DES MOINES AR OMMUNITY COLLEGE
STATEMENT OF REVENUE, EXPENDITURES & CHANGES IN FUND BALANCES
JUNE 30, 1994

	Unrestricted General Fund 1	Restricted General Fund 2	Auxiliary Fund 3	Agency Fund 4	Scholarship Fund 5	Loan Fund 6	Plant Fund 7	Total
REVENUES & OTHER ADDITIONS:								
Tuition and Fees	12,861,959	687,438	39,916	229,646				13,818,959
Local Support (Property Taxes)	3,695,548	890,674					3,218,706	7,804,928
State Support	16,496,405	912,209			2,385			17,410,999
Federal Support	694,173	1,297,608	786	(10,314)	4,505,624	29,960		6,517,837
Sales & Services	129,486		6,064,471	89,567				6,283,524
Training Revenue		6,317,740						6,317,740
Other Income	432,695	160,433	278,263	297,457	210	16,721	126,255	1,312,034
Expended for Plant Assets, net				15,280			5,942,637	5,957,917
Total Revenue & Other Additions	34,310,266	10,266,102	6,383,436	621,636	4,508,219	46,681	9,287,598	65,423,938
EXPENDITURES & OTHER DEDUCTIONS:								
Educational & General								
Instruction	17,803,461	6,500,395						24,303,856
Academic Support	5,486,716							5,486,716
Student Services	2,856,453	609,973						3,466,426
Institutional Support	5,047,793	1,801,155						6,848,948
Operation & Maintenance of Plant	2,876,882	430,071						3,306,953
Auxiliary Enterprise Expenditure			6,987,228					6,987,228
Scholarship Expense					4,671,755			4,671,755
Loan Fund Expense						17,583		17,583
Plant Fund Expense							6,640,193	6,640,193
Agency Fund Expense				691,986				691,986
Reduction in Unemployment Comp Fd Bal		16,338						16,338
Total Expenditures & Other Deductions	34,071,305	9,357,932	6,987,228	691,986	4,671,755	17,583	6,640,193	62,437,982
TRANSFER AMOUNG FUNDS: ADDITIONS & DEDUCTIONS								
Mandatory	(62,208)				66,810	(4,602)		0
Non-Mandatory	34,675	(631,084)	407,689	(9,328)	112,000	1,000	85,048	0
NET INCREASE (DECREASE) FOR THE PERIOD	211,428	277,086	(196,103)	(79,678)	15,274	25,496	2,732,453	2,985,956
FUND BALANCE AT BEGINNING OF YEAR	2,825,358	449,014	1,049,157	655,402	75,567	1,059,738	58,422,010	64,536,246
FUND BALANCE AT END OF PERIOD	3,036,786	726,100	853,054	575,724	90,841	1,085,234	61,154,463	67,522,202

SCHBBALS

DES MOINES AREA COMMUNITY COLLEGE
INVESTMENTS
JUNE 30, 1994

SCHEDULE B

INSTITUTION	INVESTMENT TYPE	INTEREST RATE	UNRE-STRICTED CURRENT FUND 1	RE-STRICTED CURRENT FUND 2	AUXILIARY FUND 3	AGENCY FUND 4	SCHOLAR-SHIP FUND 5	LOAN FUND 6	PLANT FUND 7	TOTAL
First National Bank	Money Market	3.30%	1,292,590	421,771	145,079	487,712	144,786	50,601	1,125,507	3,668,046
First National Bank	No Interest Acct	0.00%								0
First National Bank	CD's due 4/4/95	3.75%				50,000				50,000
Total First National Bank			1,292,590	421,771	145,079	537,712	144,786	50,601	1,125,507	3,718,046
Firstar Bank	Money Market	VAR		1,684,271						1,684,271
Norwest Bank (ISJIT)	Trust Account	VAR		8,893,427						8,893,427
ISJIT Direct	Trust Account	VAR		5,102,517						5,102,517
Community State Bk	Money Market	2.74%	3,077							3,077
Hawkeye Bk & Trust	Money Market	3.26%	1,065,555							1,065,555
	CD's due 12/1/94	4.90%	2,000,000						1,000,000	3,000,000
Total Hawkeye Bank & Trust			3,065,555	0	0	0	0	0	1,000,000	4,065,555
State Bank & Trust	Money Market	2.94%	1,989,711						2,004,908	3,994,619
Carroll County State	Money Market	2.53%	89,876							89,876
			6,440,809	16,101,986	145,079	537,712	144,786	50,601	4,130,415	27,551,388

LIABILITIES

DES MOINES AREA COMMUNITY COLLEGE
DETAIL OF LIABILITIES
JUNE 30, 1994

SCHEDULE F

	Unrestricted General Fund 1	Restricted General Fund 2	Auxiliary Fund 3	Agency Fund 4	Scholarship Fund 5	Loan Fund 6	Plant Fund 7
PAYABLES:							
Trade Payables	65,590	329,869	8,045	2,331			
Anticipatory Warrant	5,050,000						
Long Term Payables (Bonds)		24,266,920					7,545,000
Leaseholds Payable							573,621
ACCRUED LIABILITIES:							
Payroll	2,135,523	128,725	65,334	3,439			3,535
Accrued Vacation	432,565	47,984	59,543	3,434			4,660
Interest on Debt	134,450	214,746					
UNAMORITZIED DISC ON CERTF	550	(266,456)					(54,050)
FUNDS HELD IN TRUST	4,706	21,000					
DEFERRED INCOME	115,586	12,106,949	77,560	186,282	57,616		
TOTAL LIABILITIES	7,938,970	36,849,737	210,482	195,486	57,616	0	8,072,766

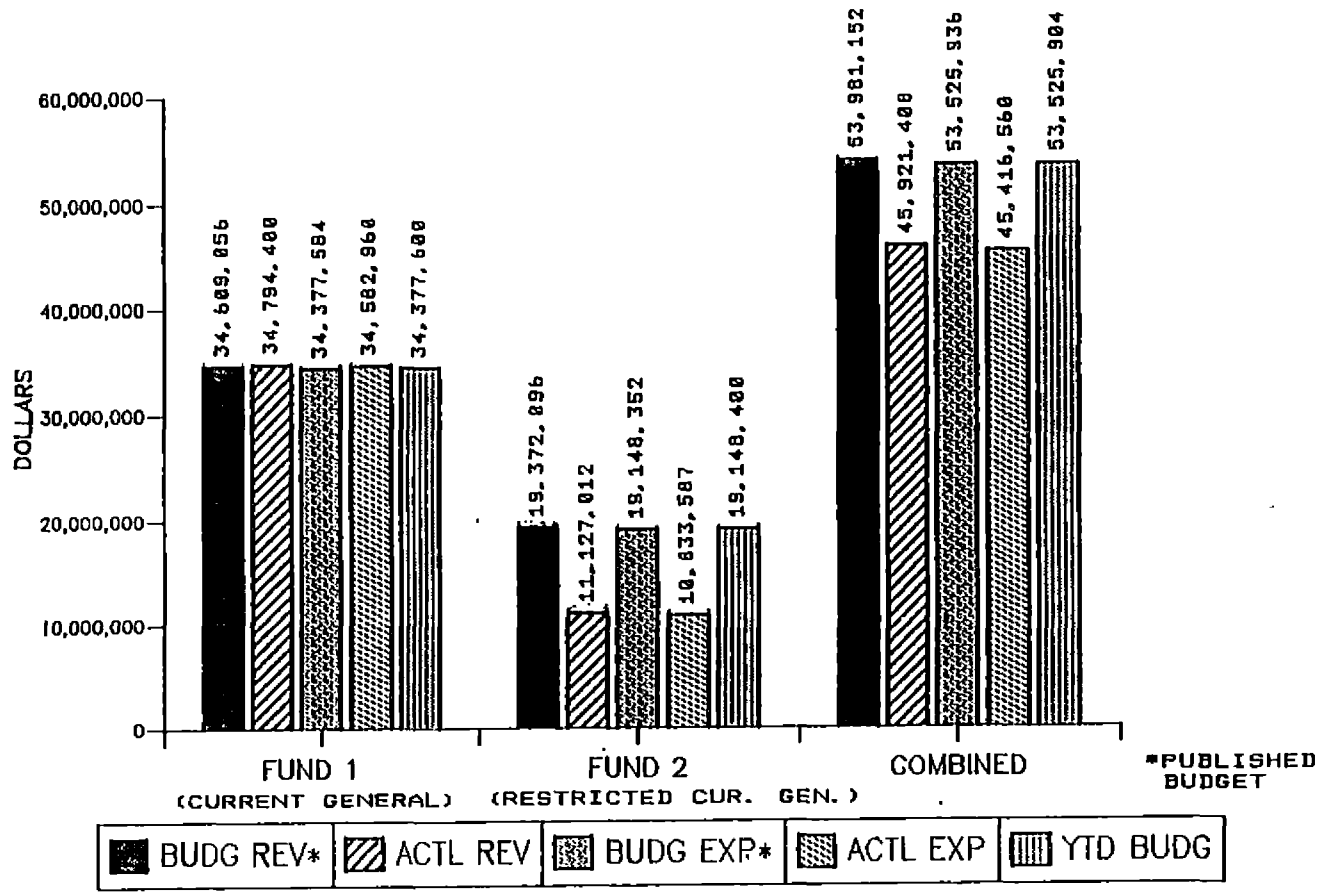
BUDREP

DES MOINES AREA COMMUNITY COLLEGE
BUDGET REPORT
SUMMARY BY FUND (ALL FUNDS)
JUNE 30, 1994

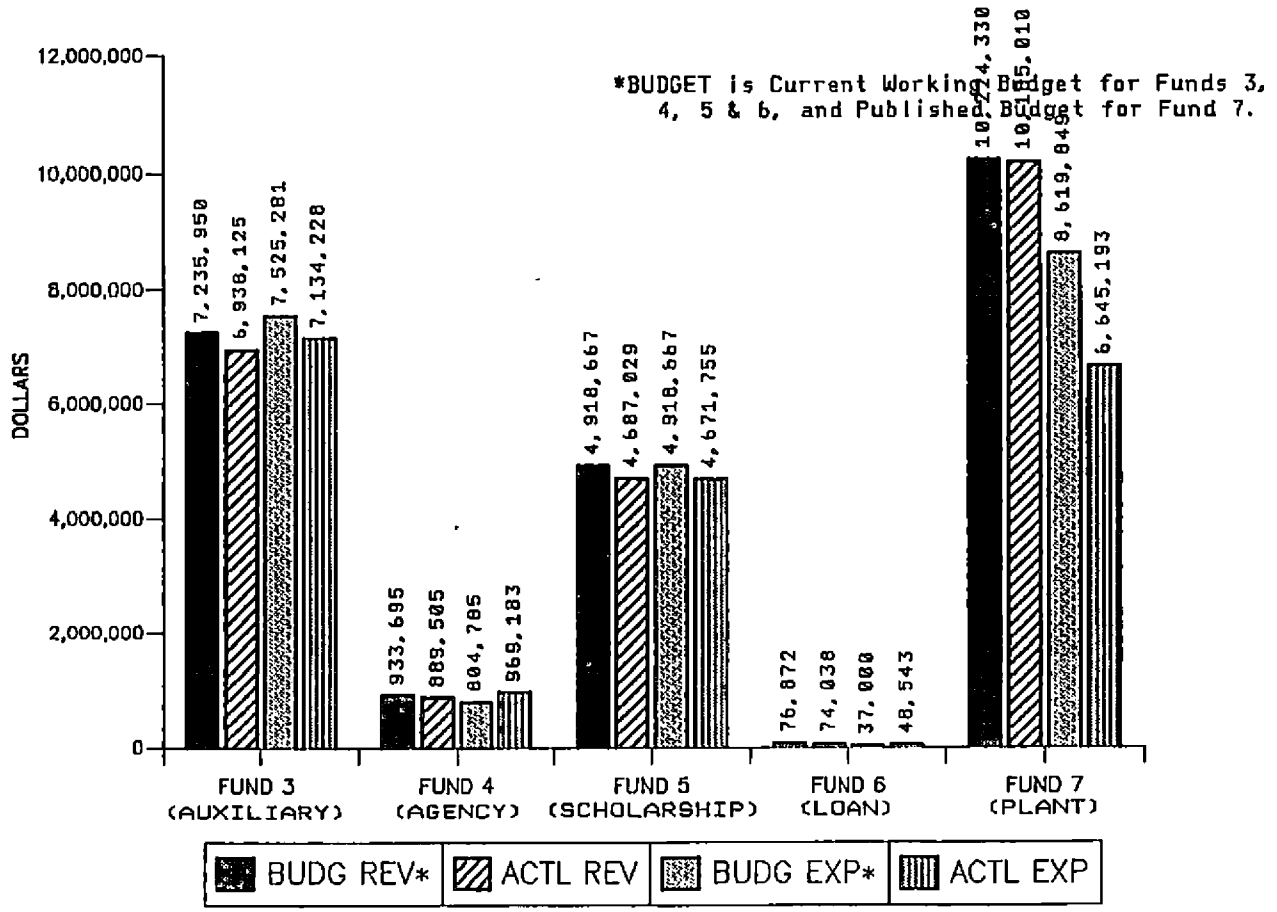
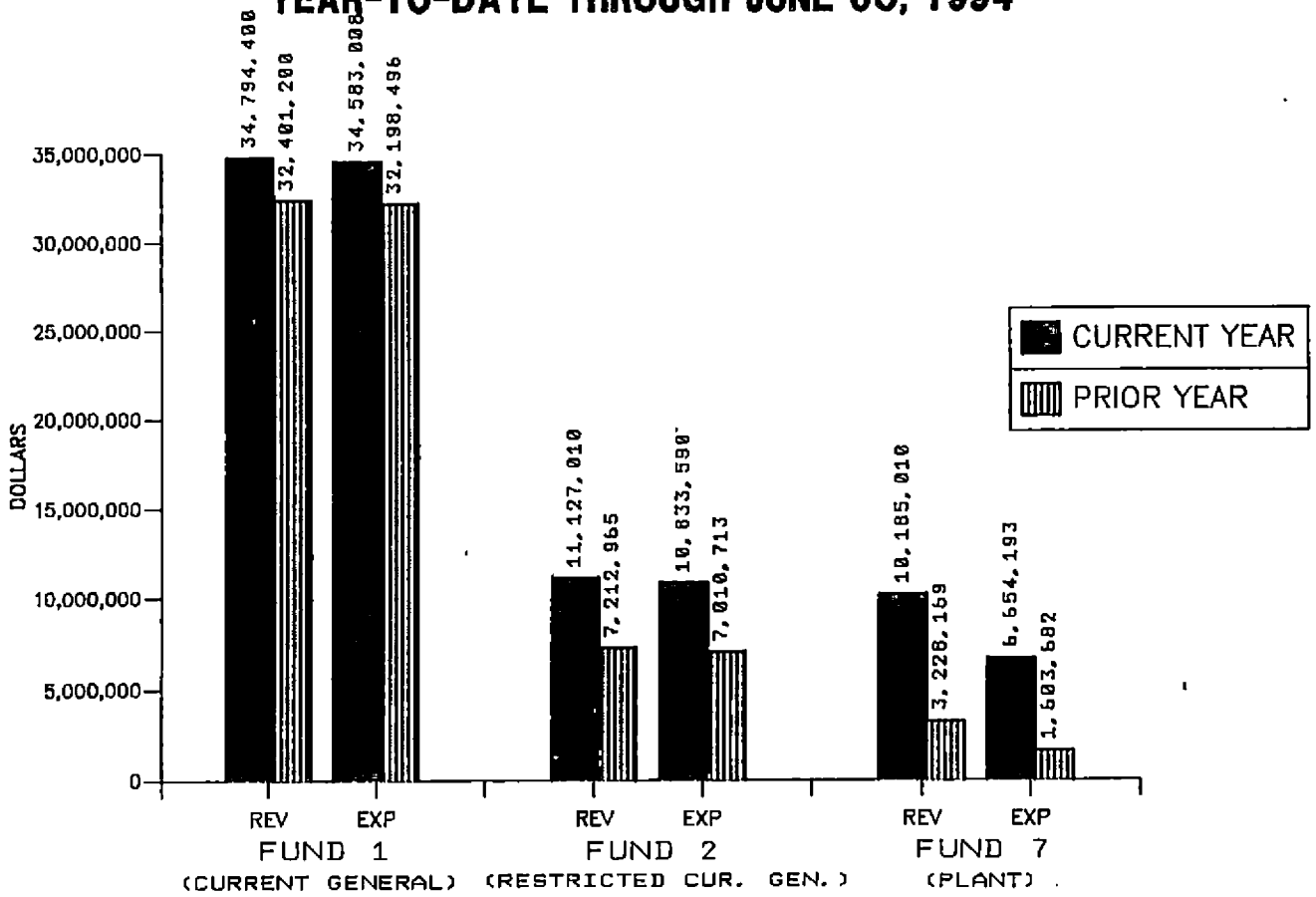
FUND NAME	FUND NO.	BOARD APPROVED BUDGET	WORKING BUDGET	AMOUNT EXPENDED/ RECEIVED	AMOUNT ENCUMBERED	WORKING BUDGET BALANCE
REVENUE:						
GEN FUND CURRENT	1	$34,609,060	$34,792,319	$34,794,394		(2,075)
RESTRICTED CURRENT	2	19,372,091	19,608,282	11,127,012		8,481,270
AUXILIARY	3	6,777,451	7,235,950	6,938,125		297,825
AGENCY	4	808,903	933,695	889,505		44,190
SCHOLARSHIP	5	4,729,647	4,918,667	4,687,029		231,638
LOAN	6	76,872	76,872	74,038		2,834
PLANT (NOTE 1)	7	10,224,328	10,224,328	10,185,010		39,318
		$76,598,352	$77,790,113	$68,695,113	$0	$9,095,000
EXPENDITURES:						
GEN FUND CURRENT	1	$34,377,582	$34,685,262	$34,582,966	$0	$102,296
RESTRICTED CURRENT	2	19,148,355	19,735,811	10,833,587	0	8,902,224
AUXILIARY	3	6,942,539	7,525,281	7,134,228	0	391,053
AGENCY	4	786,049	804,785	969,183	0	(164,398)
SCHOLARSHIP	5	4,729,647	4,918,667	4,671,755	0	246,912
LOAN	6	37,000	37,000	48,543	0	(11,543)
PLANT (NOTE 1)	7	8,619,849	8,995,891	7,390,193	0	1,605,698
		$74,641,021	$76,702,697	$65,630,455	$0	$11,072,242

NOTE 1: THE PLANT FUND IS PRESENTED ON A CASH BASIS CONSISTENT WITH THE PUBLISHED BUDGET.

DMACC BUDGET STATUS JUNE 30, 1994
(FUNDS 1 & 2)



DMACC BUDGET STATUS JUNE 30, 1994 (FUNDS 3, 4, 5, 6, & 7)



DMACC REVENUES AND EXPENDITURES
YEAR-TO-DATE THROUGH JUNE 30, 1994