

Des Moines Area Community College

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Board of Directors Meeting Minutes

7-12-1993

Board of Directors Meeting Minutes (July 12, 1993)

DMACC

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July 12, 1993



**DES MOINES AREA COMMUNITY COLLEGE
Board of Trustees**

**Public Hearing- July 12, 1993
The DMACC Commons - Ankeny Campus**

A G E N D A

1. Call to order - 4 p.m.
2. Roll call.
3. Consideration of tentative agenda.
4. Acknowledgement by Board Secretary of how Notice of Hearing was made.
5. Requests to address the board recognized.
6. Consideration of plans, specifications, form of contract and estimated costs for site work for the Advanced Technology Center (ATC), Ankeny Campus.
7. Adjournment.

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

PUBLIC HEARING
JULY 12, 1993

A special meeting of the Des Moines Area Community College Board of Directors was held at the DMACC Commons, Ankeny Campus, on July 12, 1993, for the purpose of conducting a public hearing on the consideration of plans, specifications, form of contract and estimated costs for site work for the Advanced Technology Center (ATC), Ankeny Campus. The meeting was called to order at 4 p.m., by Board President Doug Shull.

ROLL CALL

Members Present:

Harold Belken
Susan Clouser (via teleconference call)
Lloyd Courter
Dick Johnson
Eldon Leonard
Doug Shull
Nancy Wolf-Keith (arrived immediately following roll call)

Members Absent:

DeVere Bendixen
Gerry Pecinovsky

Others Present:

Joseph A. Borgen, President
Helen Harris, Board Secretary
Don Zuck, College Treasurer
Arnie Fischer, BDI Bussard Dikis, Inc., Architects
Other interested DMACC staff and area residents

APPROVAL OF
TENTATIVE AGENDA

A motion to approve the tentative agenda as presented was made by H. Belken, seconded by D. Johnson.

Motion passed unanimously.

ACKNOWLEDGEMENT
OF HEARING NOTICE

Board Secretary H. Harris reported that the notice of the time and place of this hearing was, according to law and as directed by the board, published in The Des Moines Register on June 24, 1993, and posted in Building 1, DMACC Ankeny Campus. No written objections to this hearing have been received.

COMMENTS

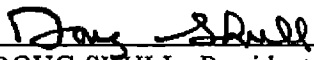
None.

APPROVAL OF
PLANS, SPECS, FORM
OF CONTRACT,
COSTS FOR SITE
WORK, ATC

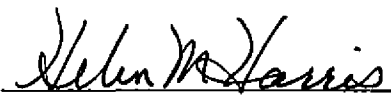
A motion was made by D. Johnson, seconded by E. Leonard, that the board approve the plans, specifications, form of contract and estimated costs for site work for the Advanced Technology Center (ATC), Ankeny Campus. A copy of said resolution is attached to these minutes. Motion passed unanimously.

ADJOURNMENT

Having no other business, President Shull adjourned the public hearing at 4:05 p.m.



DOUG SHULL, President



HELEN M. HARRIS, Board Secretary

ATTACHMENT NO. _____

RESOLUTION NO. _____

RESOLUTION APPROVING PLANS, SPECIFICATIONS,
FORM OF CONTRACT AND ESTIMATED COST FOR
ADVANCED TECHNOLOGY CENTER, SITE WORK,
ANKENY CAMPUS

WHEREAS, on the 21st. day of June, plans, specifications, form of contract and estimated cost were filed with the Secretary of the Board of Directors of the Des Moines Area Community College for the project.

WHEREAS, notice of hearing on plans, specifications, form of contract and estimated cost was published as required by law and action of the Board.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Des Moines Area Community College that said plans, specifications, form of contract, and estimated cost are hereby approved and adopted as the plans, specifications, form of contract and estimated cost for the Advanced Technology Center, Site Work, Ankeny Campus.

PASSED AND APPROVED this 12th. day of July, 1993.

Ray & Ruel

President of the Board of Directors
of the aforesaid Community College

ATTEST:

Helen M. Harris

Secretary of the Board of Directors
of the aforesaid Community College

DES MOINES AREA COMMUNITY COLLEGE
Board of Trustees

Regular Meeting - July 12, 1993
The DMACC Commons - Ankeny Campus

A G E N D A

1. Call to order - immediately following public hearing.
2. Roll call.
3. Consideration of tentative agenda.
4. Public comments.
5. Consideration of minutes of the June 21, 1993, public hearing and regular board meeting.
6. Consideration of award of contract for site work for the Advanced Technology Center (ATC), Ankeny Campus.
7. Consideration of offer(s) to purchase student built house at 905 S.E. Peterson, Ankeny.
8. Consideration of payment of FY 1994 annual dues to the Iowa Association of Community College Trustees.
9. Consideration of Human Resources report.
10. Consideration of payables.
11. Presentation of financial report.
12. President's report.
13. Board members' reports.
14. Information Items:
 - A. August 5 - Ankeny/Urban Commencement - 7 p.m., Vet's Auditorium
 - B. August 6 - Carroll Commencement - 6:30 p.m., Carroll Rec Center
 - C. August 12-14 - IACCT Annual Conference, Ft. Dodge
 - D. August 16 - Regular Board Meeting, Carroll
15. Closed session - litigation
16. Closed session - collective bargaining.
17. Adjournment.

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

REGULAR MEETING
JULY 12, 1993

The regular meeting of the Des Moines Area Community College Board of Trustees was held at the DMACC Commons, Ankeny Campus, on July 12, 1993. The meeting was called to order at 4:05 p.m., by Board President Doug Shull. Board Member Susan Clouser was in attendance via telephone conference call due to the recent floods in central Iowa. DMACC Ankeny and Urban Campuses were not open for business due to the shortage of water and power outages.

ROLL CALL

Members Present:

Harold Belken
*DeVere Bendixen
Susan Clouser (conference call)
Lloyd Courter
Dick Johnson
Eldon Leonard
Doug Shull
Nancy Wolf-Keith

Members Absent:

Gerry Pecinovsky

Others Present:

Joseph A. Borgen, President
Helen Harris, Board Secretary
Don Zuck, College Treasurer
Arnie Fischer, RDG Bussard Dikis Architects
Bill Koehn, Attorney, Davis, Hockenberg Law Firm
Other interested DMACC staff

APPROVAL OF
TENTATIVE AGENDA

A move to approve the tentative agenda as presented was made by N. Wolf-Keith, seconded by L. Courter.

Motion passed unanimously.

PUBLIC COMMENTS

None.

APPROVAL OF
MINUTES

Having no corrections, additions or deletions, President Shull declared the minutes approved as presented.

AWARD OF
CONTRACT, SITE
WORK, ATC

Bids have been received for site work at the Advanced Technology Center, Ankeny Campus, in accordance with approved specifications. A copy of the Bid Tally sheet is Attachment #1 to these minutes. It was moved by E. Leonard, seconded by H. Belken, that a contract for site work at the ATC, be awarded to Correll Contractors, Inc. with a base bid of \$148,400, and that the board president be authorized to sign said contract.

Motion passed unanimously.

OFFERS/HOUSE 905
SE PETERSON

None

APPROVAL OF
PAYMENT OF DUES,
IACCT

It was moved by L. Courter, seconded by E. Leonard, that the board remit annual dues in the amount of \$37,533.00 to the Iowa Association of Community College Trustees for FY1993-1994.

Motion passed unanimously.

APPROVAL OF
HUMAN RESOURCES
REPORT

A motion was made by D. Johnson, seconded by L. Courter, that the board approve the following personnel items:

New Personnel

Warner, Sharon O., Instructor, English. Annual salary \$28,985. Effective August 30, 1993. Nine-month position. Continuing contract with faculty, probationary.

Resignations

Edmondson, Arlene, Ankeny Campus, Instructor, Nursing. Effective May 10, 1993.

McNair, Patricia, Iowa Correctional Institution for Women, Mitchellville. Instructor, Correctional Education Program. Effective June 30, 1993.

Sexton, Janice L., Ankeny Campus, Instructor, Biology. Effective August 4, 1993.

Whitney, Tim, Ankeny Campus, Training Consultant, Transportation Institute. Effective June 30, 1993.

Contract Changes

Hutcheson, Jill K. To correct initial placement, from Lane 225, Level 4 to Lane 225, Level 5. Annual salary \$33,246. Effective June 9, 1993. Specially funded faculty contract, probationary.

Fetters, Alicia L. To correct initial placement, from Lane 225, Level 7 to Lane 225, Level 10. Annual salary, \$39,429. Effective May 25, 1993. Continuing contract with faculty, probationary.

Reinstatements

Brainard, Patricia, 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.

Stone, Margaret. Coordinator, Displaced Homemaker/Single Parent projects. To reinstate specially funded employment agreement from July 1, 1993, through June 30, 1994.

Schon, Renee, Coordinator, Displaced Homemaker/Single Parent projects. To reinstate specially funded employment agreement from July 1, 1993 through June 30, 1994.

Snowbarger, Amy, Coordinator, Displaced Homemaker/Single Parent projects. To reinstate specially funded employment agreement from July 1, 1993 through June 30, 1994.

Blair, Connie, Educational Advisor. To reinstate specially funded employment agreement from July 1, 1993 through June 30, 1994.

Extension of Specially Funded Contracts

Brainard, Patricia, Instructor, Correctional Educational Program. To extend specially funded contract from July 1, 1993 through August 14, 1993. Specially funded contract with licensed faculty.

Slykhuis, Lynn, Instructor, ABE/HSE. To extend specially funded contract from July 1, 1993 through August 14, 1993. Specially funded contract with licensed faculty.

Brand, Dennis, Counselor. To extend specially funded contract from July 1, 1993 through August 14, 1993. Specially funded contract with licensed faculty.

Motion passed unanimously.

APPROVAL OF PAYABLES

Approval of the payables as presented in Attachment #2 to these minutes was made by E. Leonard, seconded by H. Belken.

Motion passed unanimously.

FINANCIAL REPORT

The financial report for the period ending June 30, 1993, has not been completed as of this date. It will be mailed to the board when available. Attachment #3.

*Director Bendixen arrived at meeting.

CLOSED SESSION,
LITIGATION

H. Belken made a motion 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. Second by N. Wolf-Keith.

Motion passed unanimously on a roll call vote, and at 4:20 p.m., the board convened in closed session.

Bill Koehn of the Davis, Hockenberg Law Firm was in attendance at this closed session.

RETURN TO OPEN
SESSION

The board returned to open session at 5:15 p.m. The tape recording of the closed session is in the DMACC safety deposit box at Community State Bank, Ankeny.

CLOSED SESSION,
BARGAINING

No closed session for bargaining was held.

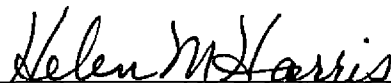
ADJOURNMENT

A motion for adjournment was made by N. Wolf-Keith, seconded by H. Belken.

Motion passed unanimously, and at 5:20 p.m., Board President Shull adjourned the meeting.



DOUG SHULL, President



HELEN M. HARRIS, Board Secretary

DC Memorandum
Des Moines Area Community College

REGULAR MEETING
July 12, 1992
ATTACHMENT #1

July 12, 1993

To: Darrell Roberts
Vice President, Business Services

From: Mark Baethke *MOB*
Director, Physical Plant

Re: July 12, 1993 Board of Directors Meeting
Award of Contract - Advanced Technology Center
Site Work.

Please find attached a Bid Tally sheet and a recommendation to award for the Advanced Technology Center Site Work prepared by RDG Bussard Dikis Inc.. Also attached is an "Award of Contract" to Correll Contractors, Inc. in the amount of \$148,400 for Board approval.

The projected probable cost of this project was \$145,595, and was approved by the Board of Directors on June 21, 1993.

Please arrange for these documents to be acted upon by the Board of Directors, on July 12, 1992.

KJLWP1:74.V

BOARD AGENDA
ITEM

AWARD OF CONTRACT
ADVANCED TECHNOLOGY
CENTER, SITE WORK,
ANKENY CAMPUS

The Board Secretary reported that bids had been received for the Advanced Technology Center, Site Work, Ankeny Campus, in accordance with approved specifications, as indicated on the Bid Tally Sheet, a copy of which is attached hereto and made a part of these minutes.

It was moved by _____,
and seconded by _____,
that a contract for Advanced Technology Center, Site Work, Ankeny Campus, to be awarded to Correll Contractors Inc. with a bid of \$148,400 and that the Board President and Secretary be authorized to sign said contract.

Motion passed.

The roll was called and the following directors voted:

Ayes:

BID TABULATION

PROJECT: Phase 1, Site Preparation for Advanced Technology Center

DATE: July 9, 1993

TIME: 2:00 pm

BIDDERS	MR ANJICA	ARMSTRONG	RC ELDER	CORRELL
BID SECURITY	X	X	X	X
NONDISCRIMINATION STATEMENT	X	X	X	X
ADDENDUM #1	X	X	X	X
ADDENDUM #2	X	X	X	X
BASE BID	\$168,372 ⁹⁵	167,538 ⁰⁰	149,641 ⁰⁰	142,400 ⁰⁰
UNIT PRICES:				
Add for Soil Type 5	\$30 ⁰⁰ /cy	22.50	27.50	20.00
Deduct for Soil Type 4	\$2.25	2.50	4.00	4.00

Arnold E Fischer
July 9, 1993

DES MOINES AREA COMMUNITY COLLEGE

ANNUAL FINANCIAL REPORT

June 30, 1993

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- 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 - 7
- 8 Graph Showing Actual Expenditures & Revenue
Comparisons between Current and Prior Year
for Funds 1, 2 and 7.

BALSHEET
Disc 4

DES MOINES AREA COMMUNITY COLLEGE
BALANCE SHEET
June 30, 1993

ASSETS		Unrestricted	Restricted						Total
		General Fund 1	General Fund 2	Auxiliary Fund 3	Agency Fund 4	Scholarship Fund 5	Loan Fund 6	Plant Fund 7	
Current Assets									
Cash on hand or in banks	(Sch A)	289,963					2,303		292,266
Investments	(Sch B)	5,442,744	13,182,091	298,303	441,570	73,747	69,738	1,460,619	20,968,812
Accounts receivable	(Sch C)	3,886,320	20,728,910	182,132	53,037	1,820	12,966	554	24,865,739
Student Loans	(Sch E)						974,731		974,731
Deposits & Prepaid Expenses	(Sch D)				5,378			10,000	15,378
Inventories	(Sch D)	197,040		726,295					923,335
Due to/from other funds		83,392	(83,392)						
Total current assets		9,899,459	33,827,609	1,206,730	499,985	75,567	1,059,738	1,471,173	48,040,261
Fixed Assets									
Land, Buildings & Improvements					35,664			43,448,747	43,484,411
Equipment, Leased Prop, Books & Film					127,882			15,691,060	15,818,942
Total fixed assets		0	0	0	163,546	0	0	59,139,807	59,303,353
TOTAL ASSETS		9,899,459	33,827,609	1,206,730	663,531	75,567	1,059,738	60,610,980	107,343,614
LIABILITIES AND FUND BALANCES									
Current liabilities		7,094,002	9,288,719	157,573	9,771			34,080	16,584,145
Long term liabilities			24,086,000					2,167,380	26,253,380
Deposits Held in Custody for Others		1,709			653,760				655,469
Total liabilities	(Sch F)	7,095,711	33,374,719	157,573	663,531	0	0	2,201,460	43,492,994
Fund Balance									
Unrestricted		2,606,708							2,606,708
Restricted - spec purposes		197,040	452,890	1,049,157		75,567	1,059,738	2,767,574	5,601,966
Net Investment in Plant								55,641,946	55,641,946
Total fund balance	(Sch G thru K)	2,803,748	452,890	1,049,157	0	75,567	1,059,738	58,409,520	63,850,620
TOTAL LIABILITIES & FUND BALANCE		9,899,459	33,827,609	1,206,730	663,531	75,567	1,059,738	60,610,980	107,343,614

DES MOINES AREA COMMUNITY COLLEGE
STATEMENT OF REVENUE, EXPENDITURES & CHANGES IN FUND BALANCES
June 30, 1993

	Unrestricted		Restricted	Auxiliary Fund 3	Agency Fund 4	Scholarship Fund 5	Loan Fund 6	Plant Fund 7	Total
	General Fund 1	General Fund 2	General Fund 2						
REVENUES & OTHER ADDITIONS:									
Tuition and Fees	11,295,468	856,713		32,631	197,549				12,382,361
Local Support (Property Taxes)	3,601,753	1,216,186						3,137,438	7,955,377
State Support	15,712,410	359,724							16,072,134
Federal Support	842,775	526,510		1,475	35,356	5,049,595	54,785		6,510,496
Sales & Services	136,014			5,574,563	98,667			1,800	5,811,044
Training Revenue		3,072,015							3,072,015
Other Income	535,411	239,294		120,788	280,537	525	15,791	57,328	1,249,674
Expended for Plant Assets, net					18,797			1,601,106	1,619,903
Prepay Insur Escrow - Fds Held in Trust					117,174				117,174
Faculty Sabbatical					13,788				13,788
Total Revenue & Other Additions	32,123,831	6,270,442		5,729,457	761,868	5,050,120	70,576	4,797,672	54,803,966
EXPENDITURES & OTHER DEDUCTIONS:									
Educational & General									
Instruction	16,847,347	4,145,401							20,992,748
Academic Support	4,999,565								4,999,565
Student Services	2,737,192	434,104							3,171,296
Institutional Support	4,649,746	990,138							5,639,884
Operation & Maintenance of Plant	2,800,965	331,122							3,132,087
Auxiliary Enterprise Expenditure				5,307,525					5,307,525
Scholarship Expense						5,196,607			5,196,607
Loan Fund Expense							24,588		24,588
Plant Fund Expense								1,603,682	1,603,682
Agency Fund Expense					601,270				601,270
Reduction in Unemploy Comp Fd Bal		65,444							65,444
Disposal & Write-off of Plant Assets					18,378			985,981	1,004,359
Total Expenditures & Other Deductions	32,034,815	5,966,209		5,307,525	619,648	5,196,607	24,588	2,589,663	51,739,055
TRANSFER AMONG FUNDS: ADDITIONS & DEDUCTIONS									
Mandatory	(23,734)					17,647	6,087		0
Non-Mandatory	137,399	(167,846)	(128,734)	41,978	99,957	(14,358)	31,604		0
NET INCREASE (DECREASE) FOR THE PERIOD	202,681	136,387	293,198	184,198	(28,883)	37,717	2,239,613		3,064,911
FUND BALANCE AT BEGINNING OF YEAR	2,601,067	316,503	755,959	469,562	104,450	1,022,021	56,169,907		61,439,469
FUND BALANCE AT END OF PERIOD	2,803,748	452,890	1,049,157	653,760	75,567	1,059,738	58,409,520		64,504,380

SCHIBBALS
Disc 4

DES MOINES AREA COMMUNITY COLLEGE
SCHEDULE B
INVESTMENTS
June 30, 1993

INSTITUTION	OBJECT CODE	INVESTMENT TYPE	INTEREST RATE	DUE DATE	PRINCIPAL AMOUNT
UNRESTRICTED GENERAL FUND (FUND 1)					
First Natl Bk,Ames	131	Savings Acct	2.75%		(195,636)
Prin Mutual Life	132	Life Insur/Pres	N/A		179,713
Hawkeye Bk & Trust	134	Savings Acct	2.93%		22,854
State Bk & Trust	135	Savings Acct	2.9%		2,576,393
Carroll Cty St Bk	136	Savings Acct	3.25%		2,859,420
					<u>5,442,744</u>
RESTRICTED GENERAL FUND (FUND 2)					
First Natl Bk,Ames	131	Savings Acct	2.75%		303,414
Firstar Bank	112	Savings Acct	2.9%		1,089,089
Norwest Bank	112	Variables			11,789,588
					<u>13,182,091</u>
AUXILIARY FUND (FUND 3)					
First Natl Bk,Ames	131	Savings Acct	2.75%		298,303
AGENCY FUND (FUND 4)					
First Natl Bk,Ames	130	Cert of Deposit	8.50%	7/1/93	3,066
First Natl Bk,Ames	131	Savings Acct	2.75%		438,504
					<u>441,570</u>
SCHOLARSHIP FUND (FUND 5)					
First Natl Bk,Ames	131	Savings Acct	2.75%		73,747
LOAN FUND (FUND 6)					
First Natl Bk,Ames	131	Savings Acct	2.75%		69,738
PLANT FUND (FUND 7)					
First Natl Bk,Ames	131	Savings Acct	2.75%		1,460,619

LIABILITIES
Disc 4

SCHEDULE F

DES MOINES AREA COMMUNITY COLLEGE
DETAIL OF LIABILITIES
June 30, 1993

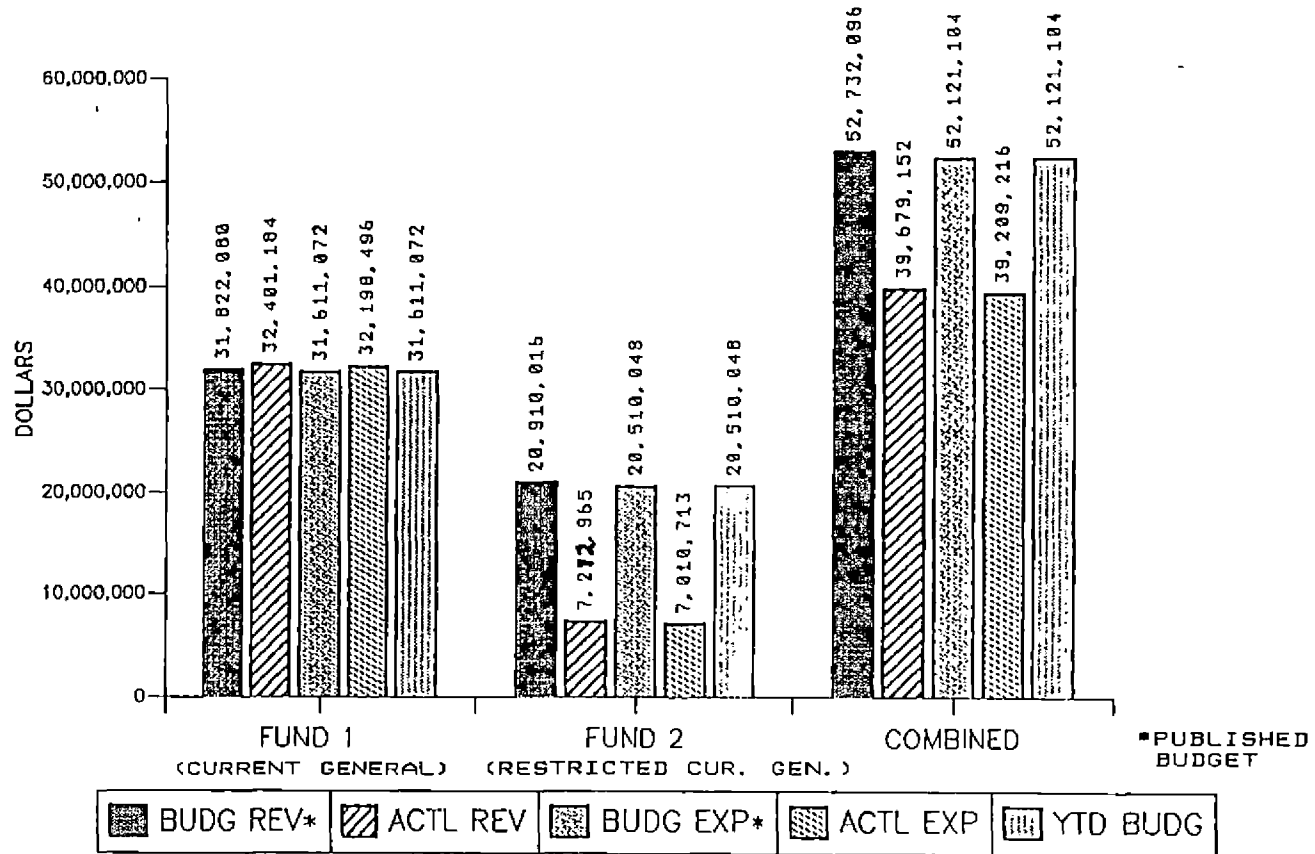
	Unrestricted	Restricted	Auxiliary Fund 3	Agency Fund 4	Scholarship Fund 5	Loan Fund 6	Plant Fund 7
	General Fund 1	General Fund 2					
PAYABLES:							
Trade Payables	75,499	56,162	33,147				26,134
Anticipatory Warrant	4,375,000						
Long Term Payables (Bonds)		24,086,000					1,540,000
Leaseholds Payable							633,164
ACCRUED LIABILITIES:							
Payroll	1,971,626	106,749	56,986	2,877			3,339
Accrued Vacation	414,059	39,452	47,440	685			4,607
Interest on Debt	126,001						
UNAMORTIZED DISC ON CERTF		(249,093)					(5,784)
FUNDS HELD IN TRUST	1,709						
DEFERRED INCOME	131,817	9,335,449	20,000	6,209			
TOTAL LIABILITIES	7,095,711	33,374,719	157,573	9,771	0	0	2,201,460

BUDREP
DISK #1

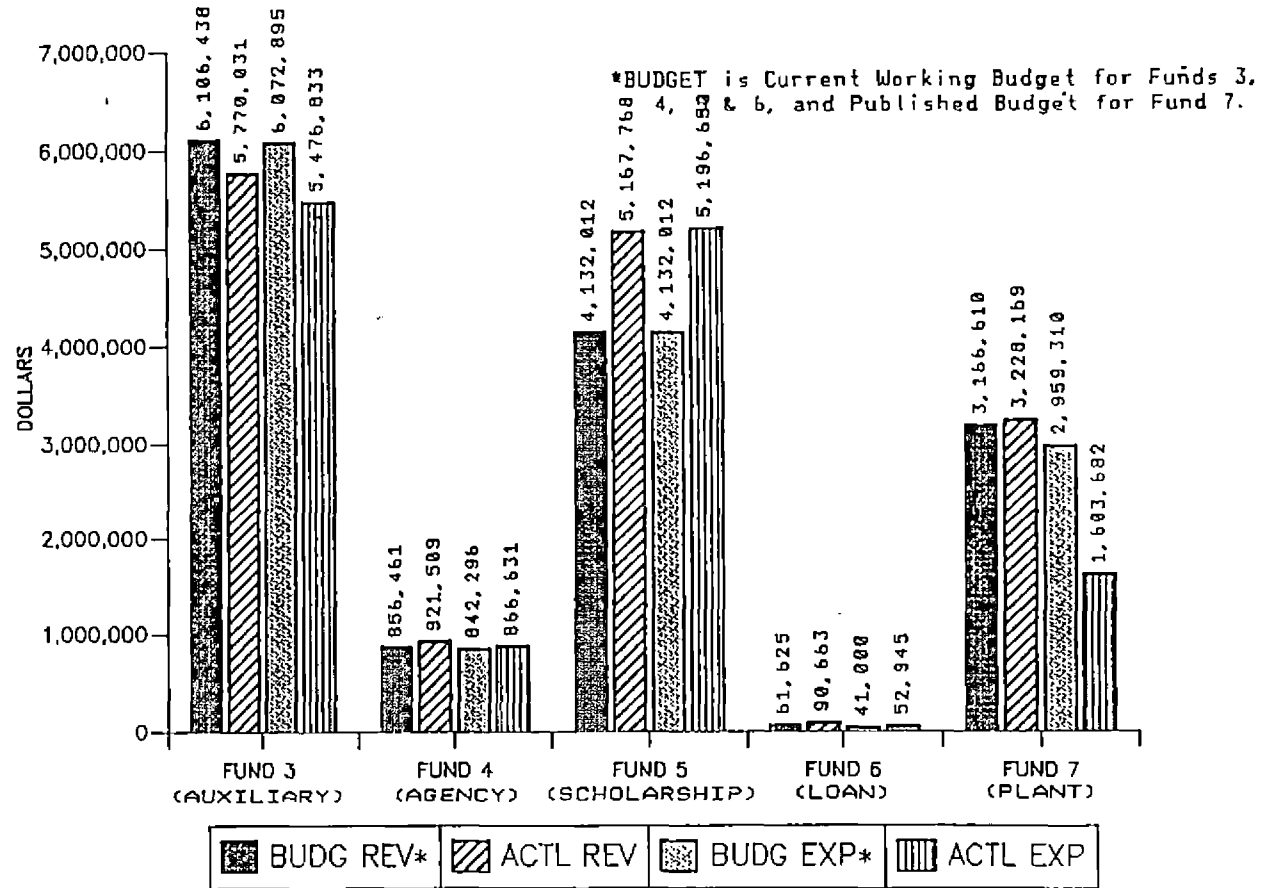
DES MOINES AREA COMMUNITY COLLEGE
BUDGET REPORT
SUMMARY BY FUND (ALL FUNDS)
June 30, 1993

FUND NAME	FUND NO.	BOARD APPROVED BUDGET	WORKING BUDGET	AMOUNT EXPENDED/ RECEIVED	AMOUNT ENCUMBERED	WORKING BUDGET BALANCE
REVENUE:						
GEN FUND CURRENT	1	\$31,822,082	\$32,347,061	\$32,401,183		(54,122)
RESTRICTED CURRENT	2	20,910,016	20,434,019	7,212,965		13,221,054
AUXILIARY	3	5,715,410	6,106,438	5,770,031		336,407
AGENCY	4	792,893	856,461	921,509		(65,048)
SCHOLARSHIP	5	4,152,941	4,132,012	5,167,768		(1,035,756)
LOAN	6	76,490	61,625	90,663		(29,038)
PLANT	7	3,166,610	3,187,854	3,228,169		(40,315)
		<u>\$66,636,442</u>	<u>\$67,125,470</u>	<u>\$54,792,288</u>		<u>\$12,333,182</u>
EXPENDITURES:						
GEN FUND CURRENT	1	\$31,611,071	\$32,544,332	\$32,198,502		\$345,830
RESTRICTED CURRENT	2	20,510,040	20,039,972	7,010,713		13,029,259
AUXILIARY	3	5,579,974	6,072,895	5,476,833		596,062
AGENCY	4	764,123	842,296	866,631		(24,335)
SCHOLARSHIP	5	4,152,941	4,132,012	5,196,650		(1,064,638)
LOAN	6	41,000	41,000	52,945		(11,945)
PLANT	7	3,310,625	2,980,554	1,603,682		1,376,872
		<u>\$65,969,774</u>	<u>\$66,653,061</u>	<u>\$52,405,956</u>	\$0	<u>\$14,247,105</u>

DMACC BUDGET STATUS JUNE 30, 1993 (FUNDS 1 & 2)



DMACC BUDGET STATUS JUNE 30, 1993 (FUNDS 3, 4, 5, 6, & 7)



DMACC REVENUES AND EXPENDITURES YEAR-TO-DATE THROUGH JUNE 30, 1993

