Board of Directors Meeting Minutes

10-10-1988

Board of Directors Meeting Minutes (October 10, 1988)

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AGENDA

1. Call to Order - 5:00 p.m.

2. Roll Call.

3. Consideration of tentative agenda.

4. Review of official results of election for Directors to Des Moines Area Community College Board of Directors; September 13, 1988.

5. Administration of Oath of Office and issuance of certificates to newly elected Board members.

6. Election of Board President.

7. Election of Board Vice President.

8. Administration of Oath of Office to newly elected officers.

9. Consideration of appointment of Board Secretary.

10. Consideration of appointment of College Treasurer.

11. Consideration of Board meeting dates and time for the period November, 1988 through October, 1989.

12. Public comments.

13. Consideration of minutes of September 20, 1988, regular meeting.

14. Consideration of appointment of representative and alternate to the Iowa Association of Community College Trustees.

15. Consideration of appointment to DMACC Carroll Foundation Board.

16. Consideration of amendment to residential covenant, Richland Estates Plat No. 1, Ankeny.

17. Consideration of Human Resources Report.

18. Consideration of Payables.

20. President's report.


22. Information Items:
   Conference Center - 9:30-11:30 a.m.
   Nov. 8 - Election Day
   Nov. 10-11 - IACCP/IACCT Meetings - Cedar Rapids
   Nov. 15 - Proposed next Board meeting - Ankeny

23. Adjournment.
ORGANIZATIONAL AND REGULAR MEETING

The Organizational and Regular meeting of the Des Moines Area Community College Board of Directors was held in the Auditorium Lobby of the Academic Building on the Des Moines Area Community College Boone Campus October 10, 1988. Board President Jasper Risdal called the meeting to order at 5:00 p.m.

ROLL CALL

Members Present: *Newly Elected Board Member
Harold Belken  *Jasper Risdal - District #V
Lloyd Courter   *Doug Shull - District #IV
**Dick Johnson  Nancy Wolf
Eldon Leonard

Members Absent:
DeVere Bendixen
*Susan Clouser - District #III

Others Present:
Joseph A. Borgen, President
Helen M. Harris, Board Secretary
Don Zuck, College Treasurer
Other interested DMACC staff and community residents

PUBLIC COMMENTS

Kriss Philips, Dean of DMACC Boone Campus, welcomed the Board, staff and community residents to the Boone Campus. He introduced John Peterson, Boone Industrial Development Corporation, and Dave Hansen, Boone Chamber of Commerce, who briefly addressed the Board.

**DIRECTOR JOHNSON ARRIVED

APPROVAL OF TENTATIVE AGENDA

It was moved by H. Belken, seconded by L. Courter, that the tentative agenda be approved as presented.

Motion passed unanimously.

REVIEW OF ELECTION RESULTS - SEPTEMBER 13, 1988

Board President Risdal reported that the Polk County Board of Supervisors canvassed the results of the September 13, 1988, school election with the following report:

Director District III - Susan Clouser - 2,205 votes
Director District V - Jasper Risdal - 2,906 votes
Director District IV - Doug Shull - 1,438 votes

RECEIVE & FILE OFFICIAL RESULTS

It was moved by D. Johnson, seconded by N. Wolf, that the official results of the election be filed and made a matter of record. A copy of the Abstract of Election is attached hereto and made a part of these minutes as Attachment #1.

Motion passed unanimously.
H. Harris, Board Secretary, issued the Oath of Office to Jasper Risdal and Doug Shull, newly elected directors from Districts V and IV respectively. Certificates of Election were issued to each.

Board President Risdal announced that nominations for President of the DMACC Board of Directors were now in order. N. Wolf nominated S. Clouser; second by H. Belken. Director Belken moved that nominations be closed and that S. Clouser be unanimously elected Board President. Second by E. Leonard.

Motion passed unanimously and S. Clouser was declared Board President for the 1988-89 year.

Board President Risdal announced that nominations for Vice President of the DMACC Board of Directors were now in order. E. Leonard nominated D. Bendixen; second by L. Courter. D. Johnson made the motion that nominations be closed and that D. Bendixen be unanimously elected Board Vice President; second by N. Wolf.

Motion passed unanimously and D. Bendixen was declared Board Vice President.

Newly elected President S. Clouser, and Vice President D. Bendixen were not in attendance. The Oath of Office will be administered at the next meeting of the DMACC Board of Directors. By unanimous consent, Past President J. Risdal conducted the remainder of the meeting.

It was moved by E. Leonard, seconded by H. Belken, that H. Harris be appointed Board Secretary for the 1988-89 year (November 1988-October 1989), and that she be compensated an additional $1,000 (total $4,000) for Board duties performed for that period.

Motion passed unanimously and H. Harris was appointed Board Secretary for the 1988-89 year.

President J. Borgen recommended to the Board that D. Zuck be appointed College Treasurer for the 1988-89 year. L. Courter made the motion, which was seconded by D. Shull, that the Board approve the appointment of D. Zuck as College Treasurer for the 1988-89 year.

Motion passed unanimously and D. Zuck was appointed College Treasurer for the 1988-89 year.
BOARD MEETING DATES

The calendar of the 1988-89 regular meeting dates will be discussed at the November meeting. The November meeting date is Tuesday, November 22, 1988, 4:00 p.m., Ankeny Campus Board Room, Building I.

APPROVAL OF MINUTES

D. Shull moved that the minutes of the September 20, 1988, regular board meeting be approved; second by N. Wolf.

Motion passed unanimously.

APPROVAL OF IACCT REPRESENTATIVE & ALTERNATE

A motion was made by E. Leonard, seconded by L. Courter, that the Board appoint S. Clouser representative and H. Belken alternate representative to the Iowa Association of Community College Trustees for the 1988-89 year.

Motion passed unanimously.

APPROVAL OF DMACC CARROLL FOUNDATION BOARD APPOINTMENT

It was moved by L. Courter, seconded by D. Johnson, that the Board approve the appointment of Dennis M. Wall, Carroll, to the DMACC Carroll Foundation Board. Term of office to be October, 1988 to October, 1991.

Motion passed unanimously.

APPROVAL OF AMENDMENT, COVENANT, RICHLAND ESTATES ANKENY

L. Courter made the motion that the Board approve the Amendment to the Residential Covenants, specifically Paragraph Five (5) entitled "Building Set Back". This amended Paragraph is as follows: "No residence, or other structure, shall be located closer than thirty (30) feet to any Street; and, all other structures shall not be located closer than five (5) feet from the rear Lot lines and shall conform with the City of Ankeny Zoning Ordinance." A copy of said Amendment is Attachment #2 to these minutes. Second by D. Shull.

Motion passed unanimously.

APPROVAL OF HUMAN RESOURCES REPORT

D. Johnson made a motion which was seconded by N. Wolf, that the Board approve the personnel items as follows:

Contract Changes


Motion passed unanimously.
APPROVAL OF PAYABLES  
A motion for approval of the payables as presented in Attachment #3 to these minutes was made by E. Leonard, seconded by D. Bendixen.

Motion passed unanimously.

PRESENTATION OF FINANCIAL REPORT  
The September 30, 1988, Financial Report was presented by Don Zuck, Vice President of Business Services. A copy of said report is Attachment #4 to these minutes.

PRESIDENT'S REPORT  
Dr. Borgen reported on an offer to lease classroom/office space in the United Way Building, Des Moines. A discussion followed and the consensus was to put together our options, needs of the four campuses, projections, a capital budget plan. Meetings are scheduled for October 18, 1988, to discuss these plans with Board members.

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

Motion passed unanimously, and at 6:05 p.m., President Pro Tem Risdal adjourned the meeting.
IT IS HEREBY CERTIFIED THAT, on the 26th day of SEPTEMBER, A.D., 1988, the undersigned BOARD OF SUPERVISORS, met as a Board of Canvassers, as provided by law, in SUPERVISORS BOARD ROOM, in POLK County, Iowa, and canvassed the election returns from all the voting precincts in said County, for votes cast at the election held therein on the 13th day of SEPTEMBER, A.D., 1988, for each office on the ballot and the number of votes for and against each question submitted by said (County, City or School) the result of said canvass being as follows:

FOR THE OFFICE OF DES MOINES AREA COMMUNITY COLLEGE DIST. 4 (Number) to be elected)
There were 2617 ballots cast, of which

MADISON - MARY SUE FOUNTAIN had 387 votes
DOUG SHULL had 146 votes
MARION - MARY SUE FOUNTAIN had 135 votes
DOUG SHULL had 223 votes
WARREN - MARY SUE FOUNTAIN had 650 votes
DOUG SHULL had 1069 votes
WRITE-IN had 7 votes
and DOUG SHULL was/were elected.

FOR THE OFFICE OF DES MOINES AREA COMMUNITY COLLEGE DIST. 3 (Number) to be elected)
There were 2212 ballots cast, of which

SUSAN J. CLOUSER had 68 votes
AUDUBON had 240 votes
CARROLL had 1204 votes
DALLAS had 496 votes
GUTHRIE had 197 votes
WRITE-IN had 7 votes
and SUSAN J. CLOUSER was/were elected.

FOR THE OFFICE OF DES MOINES AREA COMMUNITY COLLEGE DIST. 5 (Number) to be elected)
There were 2931 ballots cast, of which

JASPER M. RISDAL had 2276 votes
MARION had 120 votes
STORY had 104 votes
POLK had 406 votes
WRITE-IN JASPER M. RISDAL 25 votes
and JASPER M. RISDAL was/were elected.

FOR THE OFFICE OF (Number) to be elected)
There were ballots cast, of which

and was/were elected.

OVER
FOR THE OFFICE OF ______________________________________________ (_______ to be elected)
There were ___________________________ ballots cast, of which
had ........................................ votes
had ........................................ votes
had ........................................ votes
had ........................................ votes
had ........................................ votes
had ........................................ votes
and ........................................... was/were elected.
FOR THE OFFICE OF ______________________________________________ (_______ to be elected)
There were ___________________________ ballots cast, of which
had ........................................ votes
had ........................................ votes
had ........................................ votes
had ........................................ votes
had ........................................ votes
had ........................................ votes
and ........................................... was/were elected.
FOR THE SPECIAL PROPOSITION:
There were ___________________________ ballots cast, of which
votes were for the proposition, and
votes were against the proposition.
FOR THE SPECIAL PROPOSITION:
There were ___________________________ ballots cast, of which
votes were for the proposition, and
votes were against the proposition.
FOR THE SPECIAL PROPOSITION:
There were ___________________________ ballots cast, of which
votes were for the proposition, and
votes were against the proposition.
FOR THE SPECIAL PROPOSITION:
There were ___________________________ ballots cast, of which
votes were for the proposition, and
votes were against the proposition.

WITNESS our signatures, this 26th day of SEPTEMBER, A. D. 1988.

[Signatures]

Canvassers

[Abstract of Votes]
AMENDMENT TO RESIDENTIAL COVENANTS,
CONDITIONS AND RESTRICTIONS

THIS AMENDMENT made this ___ day of ________, 1988;

WHEREAS, Declarants are Owners of certain property known as Richland Estates Plat No. 1 located in the City of Ankeny, Polk County, Iowa part of which is more particularly described as:

RICHLAND ESTATES Plat No. 1, an Official Plat, now included in and forming a part of the City of Ankeny, Iowa

WHEREAS, the Declarants are desirous of amending the Protective Covenants filed heretofore.

NOW, THEREFORE, Declarants hereby declare that the Covenants heretofore filed pertaining to the above-described real property are hereby amended as follows:

Paragraph Five (5) entitled "BUILDING SET BACK" shall be voided, cancelled and of no force and effect and in lieu thereof the following Covenant shall be in effect:

No residence, or other structure, shall be located closer than thirty (30) feet to any Street; and, all other structures shall not be located closer than five (5) feet from the rear Lot lines and shall conform with the City of Ankeny Zoning Ordinance.

All other terms and conditions of the Covenants heretofore filed shall remain the same.

IN WITNESS WHEREOF, the Declarants, being all the Feeholders of the property located within the above-described property, have caused this instrument to be executed this ___ day of October, 1988.

DECLARANTS:

STATE OF IOWA

COUNTY OF POLK

Subscribed and sworn to before me this ___ day of October, 1988.

NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE
DATE: October 5, 1988
TO: Don Zuck
FROM: Irv Steinberg

Short term investment interest rates remained somewhat constant over the past month with a high rate of 8.125%, which was identical to previous months high.

Cash flow should be enhanced during October by receipt of first half year property taxes and by our 4th quarter, FY88, Vocational Aid. First quarter FY89 State General Aid is not anticipated until mid November.

Our current year's working budget (FY1988-89) was revised in September to consider contract salaries which were approved after the initial budget for FY89 was adopted. Other working budget refinements will be made during October prior to the start of developing a proposed budget for FY1989-90 utilizing the October 31, 1988 working budget as a budget building base.

The field (on site) work for our FY1987-88 annual audit has been completed by the State Auditor's staff, and they are presently in the process of completing the audit in their own office. An exit interview to discuss audit comments is expected to be held within a few weeks, after a rough draft of the audit report has been completed.
**DES MOINES AREA COMMUNITY COLLEGE**  
**CASH POSITION REPORT**  
September 30, 1988

<table>
<thead>
<tr>
<th>COMBINED FUNDS (Funds 1, 2, 3, 4, 5, &amp; 6)</th>
<th>PLANT FUND (Fund 7)</th>
<th>DMACC TRUST (Fund 4)</th>
<th>HF 623 JOB TNG (Fund 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward Sep 1, 88</td>
<td>$282</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLUS: Sep Receipts</td>
<td>3,242,515</td>
<td>602</td>
<td></td>
</tr>
<tr>
<td>LESS: Sep Disbursements</td>
<td>3,279,342</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Cash Balance Sep 30, 88</td>
<td>($36,545)</td>
<td></td>
<td>$32,047</td>
</tr>
</tbody>
</table>

**Savings Accounts:**
- First Natl Bank Ames: $334,243, 278,076, 1,165,807
- American Fed S & L: $2,500
- Hawkeye Fed Boone Athl: $17,048

**Certificates of Deposit:**
- Gen Fd at First Natl Bk: $1,950,000
- HF623 at First Natl Bk: $4,000,000
- Trust at Amer Federal: $50,000
- Gen Fd at Amer Federal: $2,250,000
- HF623 at Amer Federal: $3,000,000
- HF623 at UFS: $3,315,000
- Early Retirement ASB: $34,621
- Early Retirement FNB: $25,815
- Alumni at First Natl Bk: $18,000
- DMACC Trust at FNB: $50,000
- Plant Fund at First Interstate: $200,000
- Student Activities FNB: $7,100
- Gen Fd at First Interst: $600,000

Total Cash/Investments: $5,200,282, $480,576, $132,047, $11,480,807

**FOOTNOTES:**
1. Combined Funds investments include balance on hand of $3.7 Million FY89 Anticipatory Warrant, due July 31, 1989.

2. Combined Funds Account includes Funds 1 thru 6 except for Fund 4 Trust Acct & Fund 2 HF623 Accounts which are maintained in separate bank accounts.

3. DMACC Trust Account balance includes the proceeds remaining from the sale of a $250,000 Bond.

4. Deficit cash balance shown above is offset by outstanding checks.
## Summary by Fund (All Funds)

### September 30, 1988

<table>
<thead>
<tr>
<th>FUND NAME</th>
<th>NO.</th>
<th>FUND APPROVED</th>
<th>WORKING BUDGET</th>
<th>EXPENDED/ RECEIVED</th>
<th>AMOUNT ENCUMBERED</th>
<th>WORKING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEN FUND CURRENT</td>
<td>1</td>
<td>$24,054,738</td>
<td>$24,819,495</td>
<td>$6,391,046</td>
<td></td>
<td>18,428,449</td>
</tr>
<tr>
<td>RESTRICTED CURR</td>
<td>2</td>
<td>26,583,424</td>
<td>26,788,940</td>
<td>3,246,995</td>
<td></td>
<td>23,541,945</td>
</tr>
<tr>
<td>AUXILLIARY</td>
<td>3</td>
<td>5,005,387</td>
<td>4,978,015</td>
<td>997,641</td>
<td></td>
<td>3,980,374</td>
</tr>
<tr>
<td>AGENCY</td>
<td>4</td>
<td>697,910</td>
<td>697,910</td>
<td>164,265</td>
<td></td>
<td>533,645</td>
</tr>
<tr>
<td>SCHOLARSHIP</td>
<td>5</td>
<td>3,367,072</td>
<td>3,367,072</td>
<td>775,304</td>
<td></td>
<td>2,591,768</td>
</tr>
<tr>
<td>LOAN</td>
<td>6</td>
<td>94,350</td>
<td>94,350</td>
<td>32,812</td>
<td></td>
<td>61,538</td>
</tr>
<tr>
<td>PLANT</td>
<td>7</td>
<td>3,098,628</td>
<td>2,865,202</td>
<td>95,765</td>
<td></td>
<td>2,769,437</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$62,901,509</td>
<td>$63,610,984</td>
<td>$11,703,828</td>
<td></td>
<td>$51,907,156</td>
</tr>
</tbody>
</table>

| **EXPENDITURES:**|     |               |                |                    |                  |                |
| GEN FUND CURRENT | 1   | $24,054,738   | $25,044,025    | $5,318,492         | $9,099,198       | $10,626,335    |
| RESTRICTED CURR  | 2   | 31,765,182    | 32,231,648     | 2,203,581          | 890,510          | 29,137,557     |
| AUXILLIARY       | 3   | 4,808,892     | 4,932,841      | 1,365,571          | 916,906          | 2,647,364      |
| AGENCY           | 4   | 861,554       | 868,264        | 121,191            | 13,092           | 733,981        |
| SCHOLARSHIP      | 5   | 3,467,072     | 3,467,072      | 775,406            |                  | 2,688,666      |
| LOAN             | 6   | 31,000        | 31,000         | 10,915             |                  | 20,085         |
| PLANT            | 7   | 2,925,552     | 3,094,623      | 519,450            | 237,176          | 2,337,997      |
| **TOTAL**        |     | $67,913,990   | $69,669,473    | $10,320,606        | $11,156,882      | $48,191,985    |
DMACC BUDGET STATUS SEPTEMBER 30, 1989
(FUNDS 1 & 2)

DOLLARS

FUND 1
(CURRENT GENERAL)

FUND 2
(RESTRICTED CUR. GEN.)

COMBINED

*BUDG REV*  ■ ACTL REV  ■ BUDG EXP*  ■ ACTL EXP  ■ YTD BUDG

[Graph showing budget status with bars for different funds and categories.]
DMACC BUDGET STATUS SEPTEMBER 30, 1988
(FUNDS 3, 4, 5, 6 & 7)

*BUDGET is Current Working Budget for Funds 3, 4, 5 & 6, and Published Budget for Fund 7.
DMACC REVENUES AND EXPENDITURES
YEAR-TO-DATE THROUGH SEPTEMBER 30, 1983

REV EXP
FUND 1 (CURRENT GENERAL)
REV EXP
FUND 2 (RESTRICTED CUR. GEN.)
REV EXP
FUND 7 (PLANT)

DOLLARS

CURRENT YEAR
PRIOR YEAR