

Des Moines Area Community College

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Board of Directors Meeting Minutes

2-18-1986

Board of Directors Meeting Minutes (February 18, 1986)

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Feb. 18, 1986
Regular Meeting

DES MOINES AREA COMMUNITY COLLEGE

Regular Board Meeting
February 18, 1986
Building 1 - Room 30 - Ankeny Campus

A G E N D A

1. Call to Order - 5:00 p.m.
2. Roll Call.
3. Consideration of tentative agenda.
4. Public Comments.
5. Consideration of minutes of January 21, 1986, Regular Board Meeting and the February 1, 1986, Special Board Meeting.
6. Consideration of appointments to program advisory committees for FY1986.
7. Consideration of offers to purchase property located at 826 SE 10th Street, Ankeny.
8. Consideration of offers to purchase property located at 733 San Salvador, Carroll.
9. Consideration of FY1986-87 College Objectives.
10. Consideration of Human Resources Report.
11. Approve for filing and publication the proposed FY1986-87 General and Plant Fund Budgets, and establish the time, place and date for the public hearing on said budgets.
12. Consideration of Payables.
13. Presentation of Financial Report.
14. Superintendent's Report.
15. Board Members' Reports.
16. Closed Session - Collective Bargaining.
17. Future Agenda Items.
 - A. FY1987 Budget
 - B. Collective Bargaining parameters
 - C. Board Policy review
18. Information Items:
 - A. March 4, 1986 - Next Board Meeting
 - B. March 14, 1986 - HWY 415 ribbon cutting
 - C. April 23-25, 1986 - NCA visitation
19. Adjournment.

DES MOINES AREA COMMUNITY COLLEGE

Regular Board Meeting
February 18, 1986
Building 1 - Room 30 - Ankeny Campus

REGULAR MEETING
18 FEBRUARY 1986

The regular meeting of the Des Moines Area Community College Board of Directors was held in Building 1, Room 30, of the Ankeny Campus, on February 18, 1986. The meeting was called to order by Board Vice President DeVere Bendixen at 5:01 p.m.

ROLL CALL

Members Present:
DeVere Bendixen
Susan Clouser
Lloyd Courter
Eldon Leonard
Ted Nemmers
Herb Ritland
Don Rowen*
Doug Shull

Members Absent:
Jasper Risdal

Others Present:
Joseph A. Borgen, President
Helen M. Minor, Board Secretary
Don Zuck, Board Treasurer
Sara Matthews, Des Moines Taxpayers Association
Other interested DMACC staff and area residents

APPROVAL OF
TENTATIVE AGENDA

It was moved by D. Shull, seconded by T. Nemmers, that the tentative agenda be approved as presented.

Motion passed unanimously.

APPROVAL OF MINUTES

T. Nemmers moved that the minutes of the January 21, 1986, Regular Board Meeting and the February 1, 1986, Special Meeting be approved; second by S. Clouser.

Motion passed unanimously.

APPROVAL OF DMACC
PROGRAM ADVISORY
COMMITTEE MEMBERS

E. Leonard made a motion which was seconded by H. Ritland, that the following persons be appointed to program advisory committees for the remainder of FY1986 as listed:

Agri-business - Joe Romare
Ag. Equipment Tech - Walt Mayor
Dennis Schwitters

Architectural Drafting - Cindy Heles

Building Trades - Carroll - Harold Danner
Craig Rotert

Child Development/Dev. Disabilities
Gerri Bugg
Shelly Hicks
Mary Lane

Clerical - Jo Childs
Joyce Norris
Harriet Voit

Dental Hygiene - Lori Altwegg
Midge Slater
Ann Wilkins

Hospitality Careers - Jeff Duncan
Beverly Greif
Joe Liston
Shelley Young

Legal Secretary - Judy Bertelsen
Leigh McVickers

Medical Secretary - Delores Brown

Nursing - Brenda Miller

Nursing, Carroll - Richard Loeffler

Office Occupations - Justine Morton
Sally Robinson

Respiratory Therapy - Shirley Arnold
Bonnie Kay

Surgical Technologist - Connie Boss
William Cross
Deb Moyer
Kathy Slaven

Motion passed unanimously.

APPROVAL OF OFFER
TO PURCHASE COLLEGE
PROPERTY-ANKENY

A motion was made by L. Courter, seconded by E. Leonard, that the Board approve acceptance of the offer to purchase College property located at 826 SE 10th Street, Ankeny, in the amount of \$83,500, less points (\$1,983) and additional carpet allowance (\$600), for a net offer of \$80,917; and further that the Board President and Secretary be authorized to sign the warranty Deed. Motion passed unanimously.

CARROLL PROPERTY

No offers to purchase have been received for the property located at 733 San Salvador, Carroll.

APPROVAL OF FY1987
COLLEGE OBJECTIVES

D. Shull made a motion which was seconded by T. Nemmers, that the FY1987 College Objectives as presented in ATTACHMENT #1 to these minutes, be approved.

Motion passed unanimously.

*DIRECTOR ROWEN ARRIVES

APPROVAL OF HUMAN
RESOURCES REPORT

A motion was made by E. Leonard, seconded by L. Courter, for the approval of the following personnel items:

Contract Changes

Bowdre, Leonard, Instructor-Electronics, Industrial & Technical. From probationary to full-status contract. Effective January 11, 1986. Continuing contract with certified faculty.

Loftus, Virginia, Executive Assistant, Policy Planning & Analysis, Administration. To be paid \$2,061.59 for assuming the duties of Acting Executive Vice President, Management Services from October 11, 1985 to January 13, 1986.

Wilt, Maureen, Instructor-STRIVE, Student Development. From 50% nine-month contract to 70% nine-month contract. Effective January 6, 1986. Specially funded contract with certified faculty.

Resignation

Harder, Eugene, Instructor-Auto Body, Industrial & Technical. Retiring August 6, 1986.

Leave Without Pay

Perry, Edward, Instructor-Health Care, Public & Human Services. From January 6, 1986 to January 7, 1987.

New Personnel

Ruggiero, Kay, Payroll Supervisor, Business Services. Annual salary \$20,597. Twelve-month contract. Effective February 10, 1986. Employment opportunity with Administrative/Professional staff.

Long Term Leave
Without Pay

Bierman, Susan, Instructor-STRIVE, Student Development. From December 11, 1986 to March 2, 1986.

Taylor, Jesse, Groundskeeper, Business Services. From February 24, 1986 to June 30, 1986.

Motion passed unanimously.

APPROVAL OF PUBLIC
HEARING ON GENERAL
& PLANT FUND BUDGETS

It was moved by D. Shull, seconded by T. Nemmers, that the proposed FY1986-87 General and Plant Fund Budgets be approved for filing and publication, and that March 4, 1986, 5:00 p.m., Building 1, Room 30, Des Moines Area Community College Ankeny Campus be established as the time and place for a public hearing on said budgets. A copy of "Notice of Public Hearing and Budget Estimate" is included as Attachment #2 to these minutes.

Motion passed unanimously on a roll call vote.

APPROVAL OF
PAYABLES

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

Motion passed unanimously.

PRESENTATION OF
FINANCIAL REPORT

Don Zuck, Vice President for Business Services, presented the January 31, 1986, Financial Report, a copy of which is included as Attachment #4 to these minutes.

CLOSED SESSION/
COLLECTIVE
BARGAINING

A motion for the Board to hold a closed session to conduct a strategy meeting of a public employer concerning employees covered by a collective bargaining agreement as provided in Section 20.17(3) of the Code of Iowa was made by D. Rowen, seconded by L. Courter.

Motion passed unanimously on a roll call vote and at 6:08 p.m., the Board convened in closed session.

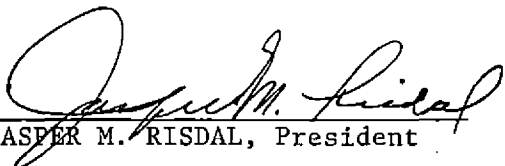
RETURN TO OPEN
SESSION

The Board returned to open session at 6:15 p.m.

ADJOURNMENT

A motion for adjournment was made by T. Nemmers, seconded by D. Shull.

Motion passed unanimously and at 6:20 p.m., Board Vice President Bendixen adjourned the meeting.


JASPER M. RISDAL, President


HELEN M. MINOR, Board Secretary

FY1987 College Objectives

1. To increase educational services to the district through cooperative arrangements with colleges, schools, agencies, associations, businesses, and industry.
2. To increase efforts to meet the particular needs of non-traditional and part-time students through development of alternative delivery systems and improved support services.
3. To implement a system for formal review and evaluation of the educational program offerings and the organizational staffing assignments of non-instructional professional and support services areas.
4. To continue to infuse new technology into vocational programs, with particular attention to automotive-related programs.
5. To provide, in partnership with business, industry, and the community, programs and services that will promote economic development and create jobs, including actively supporting the incubator/entrepreneurial and procurement programs.
6. To expand services targeted for developmental students, honor students, senior citizens, minority students, the handicapped, and other special populations.
7. To expand opportunities for upgrading and retraining displaced farm and urban workers.
8. To continue to implement the strategic marketing plan, including specific activities to improve retention of currently enrolled students.
9. To implement activities that will serve the staff development needs of all college employees.
10. To develop contingency plans for adjusting college programs and services as necessary in response to potential significant reductions in state revenue.
11. To increase efforts of the college foundations to provide restricted/unrestricted funds to meet both student financial needs and state-of-the-art equipment requirements.
12. To assure that areas of similar educational programming are uniform for all campuses while, at the same time, fostering the special programming interests of Urban campus in the downtown Des Moines area, of Boone campus in business and marketing, and of Carroll in cooperative programs with area schools.

*Board Approved
2-18-86*

**NOTICE OF PUBLIC HEARING
 BUDGET ESTIMATE**
 Fiscal Year July 1, 1986 - June 30, 1987

MERGED AREA SCHOOL DES MOINES AREA COMMUNITY COLLEGE

The Board of Directors of Merged Area School # XI in the counties of

| | | | |
|----------------|-----------------|-----------------|------------------|
| <u>Adair</u> | <u>Crawford</u> | <u>Jasper</u> | <u>Polk</u> |
| <u>Audubon</u> | <u>Dallas</u> | <u>Lucas</u> | <u>Poweshiek</u> |
| <u>Boone</u> | <u>Greene</u> | <u>Madison</u> | <u>Shelby</u> |
| <u>Carroll</u> | <u>Guthrie</u> | <u>Mahaska</u> | <u>Story</u> |
| <u>Cass</u> | <u>Hamilton</u> | <u>Marion</u> | <u>Warren</u> |
| <u>Clarke</u> | <u>Hardin</u> | <u>Marshall</u> | |

in Iowa will conduct a public hearing on the proposed 1986-87 budget at DMACC Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Ia. Bldg. 1, Room 30 on March 4, 1986, beginning at 5:00 o'clock p. m.

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of budget receipts and expenditures on file with the Board Secretary. Copies of the Supplemental Detail (Schedule 633-A) will be furnished to any taxpayer upon request.

February 18, 1986 /s/ Helen Minor, Secretary

BUDGET ESTIMATE SUMMARY

| FUNDS (Use Whole Dollars) | EXPENDITURES | | | D Estimated Fund Balance (Reserve) (7-1-87) | E Estimated Balance and All Other Receipts | F Estimated Amount (C+D-E) Necessary To Be Raised By Taxation |
|------------------------------|----------------------------|--|------------------------------|--|---|--|
| | A FYE 6-30-85 Actual | B FYE 6-30-86 Actual and Estimated | C FYE 6-30-87 Proposed | | | |
| 1. General | 19,988,419 | 26,903,857 | 29,146,594 | 2,048,386 | 28,391,292 | 2,803,688 |
| 2. Unemployment Compensation | 27,274 | 30,000 | 30,000 | 162,830 | 192,830 | |
| 3. Tort Liability | 41,980 | 37,536 | 195,771 | | | 195,771 |
| 4. Equipment Replacement | 359,419 | 391,850 | 415,361 | | | 415,361 |
| 5. Cash Reserve | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | 755,088 | 755,088 | XXXXXXXXXXXXXX |
| 6. Standby | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | 0 | 0 | 0 | 0 |
| 7. Plant | 1,132,820 | 5,910,634 | 7,306,641 | 1,076,718 | 5,579,671 | 2,803,688 |
| 8. Bonds & Interest | | | | | | |
| 9. Total | 21,549,912 | 33,273,877 | 37,094,367 | 4,043,022 | 34,918,881 | 6,218,508 |

Estimated Taxation Rate per \$1,000 valuation \$.4491

INSTRUCTIONS

Only the notice and budget estimate summary are to be published. Schedule 633-A **Supplemental Detail** is to be completed before transferring details to Form 633 and to provide copies for any interested taxpayer and for attachment to certified budget copies. File one copy of proof of publication with the control county auditor. Amounts published in column C control expenditures and represent maximum expenditures authorized by law for certification.

ENTRY RECORD OF CONSIDERATION AND FILING OF ESTIMATE

On February 18, 1986, the Board of Directors of Merged Area # XI met to consider and approve for filing and publication the proposed budget for the ensuing year. A quorum was present. The Board of Directors fixed the time and place for the public hearing on March 4, 1986 at 5:00 o'clock p. m. at DMACC Ankeny Campus in Polk County, Iowa.

The Secretary was directed to publish the required notices and estimate summary as required by law.
 /s/ William O. Bendysen, Vice President /s/ Helen M. Minor, Secretary

MEMORANDUM

February 10, 1986

TO: Board Secretary

FROM: Irv Steinberg *ISW*

RE: Financial Report for February 1986 Board Meeting.

Cash receipts were sufficient during January to continue to provide a cash flow allowing expenditures to be covered without using borrowed funds. The receipt of considerable spring semester registration monies during the month helped to improve our cash position.

The second payment of our salary improvement state appropriation, for a total of \$93,014, was received at the end of January and is being distributed to eligible faculty staff by a special payroll check the week of February 10th. This appropriation is being given to schools by DPI in three equal installments, and further passed on to DMACC staff in the same manner.

Our 2nd quarter, FY86, State General Aid payment was received on February 6th, which was at least a week sooner than previously anticipated. All monies not required for current expenditures have been invested, primarily at the high bid interest rate of 7½% for maturity dates of less than 90 days.

Property valuations for which FY87 property taxes will be assessed, have been received from most of our 23 counties within our Area XI school district, and it appears that these valuations will reflect an increase from previous year between 5% and 6%. When all data has been received a summary recap by county will be prepared for distribution to Board members.

Con Juel
2/10/86

DES MOINES AREA COMMUNITY COLLEGE
CASH POSITION REPORT
JANUARY 31, 1986

| | COMBINED FUNDS (Funds 1,2,3, 4,5 & 6) | PLANT FUND (Fund 7) | VOTED TAX SINKING FUND (Fund 7) | DMACC TRUST * (Fund 4) | HF 623 JOB ING * (Fund 2) |
|---------------------------------|--|---------------------------|--|---------------------------------|------------------------------------|
| CASH IN BANK: | | | | | |
| Balance Fwd Jan 1, '86 | \$91,724 | \$3,401 | | \$50,741 | |
| PLUS: Jan Receipts | 3,624,870 | 40,405 | | 115,299 | |
| LESS: Jan Disbursements | 3,751,871 | 43,806 | | 126,905 | |
| Cash Balance 1-31-86 | (\$35,277) | \$0 | | \$39,135 | |
| INVESTMENTS: | | | | | |
| Savings Accounts: | | | | | |
| Ankeny State Bank | \$2,577 | | | \$32,395 | \$93,426 |
| Bankers Trust | | 19,599 | | | |
| First Natl Bank/Ames | 1,198 | 188,926 | | | 834,816 |
| American Fed S & L | | 42,901 | | | |
| Certificates of Deposit: | | | | | |
| Gen Fd at 1st Natl Bk | 6,170,000 | | | | |
| HF623 at 1st Natl Bank | | | | | 2,000,000 |
| Early Retirement ASB | 90,995 | | | | |
| Alumni at ASB | 17,050 | | | | |
| DMACC Trust at First Natl | | | | 100,000 | |
| Boone Athl. at HF623 | 14,585 | | | | |
| Loan Fd at ASB | 22,000 | | | | |
| Unexp Plant at Bankers Tr | | 940,450 | | | |
| Unexp Plt at Amer Fed S&L | | 5,000,000 | | | |
| Unexp Plt at First Natl | | 300,000 | | | |
| Sinking Fd at First Natl | | | 800,000 | | |
| Total Cash/Investments | \$6,283,128 | \$6,491,876 | \$800,000 | \$171,530 | \$2,928,242 |

FOOTNOTES: 1. HF623 account balance includes the following:

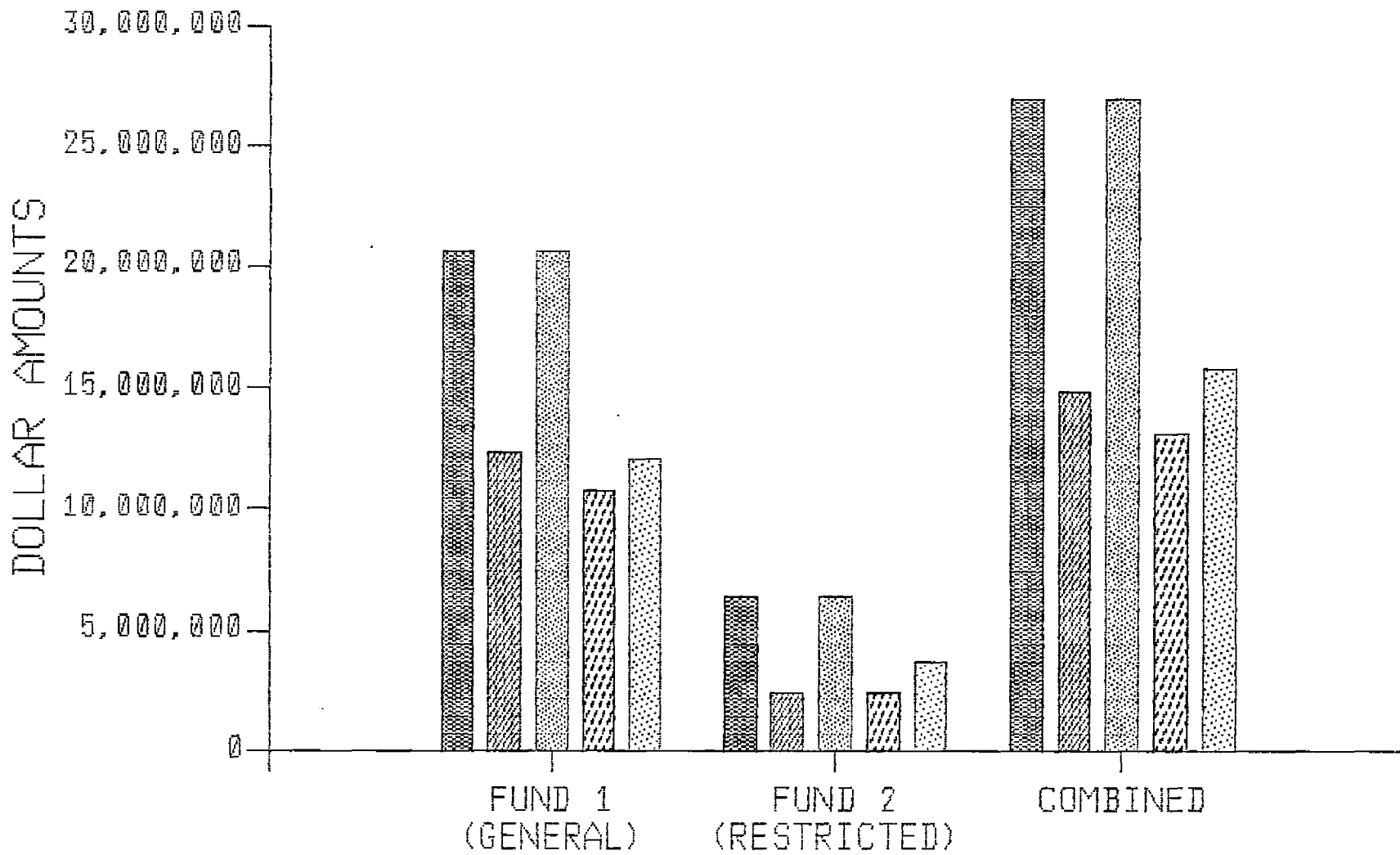
| | | |
|---------------------|---------------------|----------------------|
| 1,015,200 Armstrong | 11,711 B.W. Johnson | 126,356 Commtron |
| 45,667 Firestone | 62,453 Mid Central | 46,139 EMCO |
| 20,802 Equitable | 355,281 3M | 84,644 Sernetts |
| 70,582 Dist Pkg | 83,709 Arrow Signs | 572,819 Garst |
| 93,532 Greyhound | 76,616 Wells Mfg | 18,699 Green-Land |
| | 212,022 Midland Int | 34,079 Farner Bocken |






2. Unexpended Plant Fund investments include monies recd 8-12-85 for ten year Plant Fund Levy loan (\$6Million).

*3. Combined Funds Account includes Funds 1 thru 6 except for Fund 4 Trust Account and Fund 2 HF623 Account both of which are maintained in separate bank accounts and shown separately.

4. Voted Tax SF (Sinking Fund) investments of \$800,000 represents FY86 Plant Fund Property Tax revenue set aside for June 1,86 payment due on ten year Plant Fund Loan.

DMACC BUDGET STATUS JANUARY 31, 1986
(FUNDS 1 & 2)



| | | | | |
|--|--|---|--|--|
|  APVD REV |  ACTL REV |  APVD EXP |  ACTL EXP |  YTD BUDG |
|--|--|---|--|--|

DMACC BUDGET STATUS JANUARY 31, 1986
(FUNDS 3, 4, 5, 6, 7)

