

Des Moines Area Community College

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Board of Directors Meeting Minutes

1-17-1984

Board of Directors Meeting Minutes (January 17, 1984)

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Jan. 17, 1984
Regular Meet

DES MOINES AREA COMMUNITY COLLEGE
Regular Board Meeting
January 17, 1984
Building 1 - Room 30 - Ankeny Campus

A G E N D A

1. Call to Order - 6:10 p.m.
2. Roll Call.
3. Consideration of tentative agenda.
4. Public Comments.
5. Consideration of minutes of December 12, 1983, regular meeting and December 22, 1983, special meeting (conference call).
6. Consideration of Human Resources report.
7. Consideration of final payment for Phase IIIA, Part 17, Building 6 alterations.
8. Consideration of Academic Calendar for 1984-85.
9. Consideration of potential Industrial Training contracts.
10. Consideration of Payables.
11. Presentation of Financial Report.
12. Superintendent's Report.
13. Board Members' Reports.
14. Consideration of change of date of February 20, 1984 Board meeting.
15. Closed Session - Collective Bargaining.
16. Consideration of Board Policy Manual, A-Z, Board of Directors.
17. Information Items:
 - A. Board Retreat - February 4, 1984, Starlite Village, Ames, Iowa. 9:00 a.m. to 3:00 p.m. Room number will be posted in lobby.
18. Future Agenda Items:
 - A. Budget
 - B. Board Policy Review
19. Adjournment.

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa

REGULAR MEETING

17 JANUARY 1984

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 January 17, 1984. The meeting was called to order by Board President Jasper Risdal, at 6:23 p.m.

ROLL CALL

Members Present:

DeVere Bendixen
Raymond Clark
Eldon Leonard (arrived at 7:20 p.m.)
Theodore Nemmers (arrived at 7:20 p.m.)
Jasper Risdal
Herbert Ritland
Donald P. Rowen
Douglas Shull

Members Absent:

Georganne Garst

Others Present:

Joseph A. Borgen, President
Helen M. Minor, Board Secretary
Donald Zuck, Board Treasurer
Other DMACC staff

APPROVAL OF
TENTATIVE AGENDA

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

Motion passed unanimously.

PUBLIC COMMENTS

No requests to address the Board.

APPROVAL OF
MINUTES

A motion was made by D. Bendixen, seconded by D. Shull, to approve the minutes of the December 12, 1983, regular meeting and the December 22, 1983, special meeting (conference call).

Motion passed unanimously.

APPROVAL OF HUMAN
RESOURCES REPORT

D. Rowen made a motion, which was seconded by R. Clark, for the approval of the following personnel items:

Resignations

Handley, Nancy, Instructor-Nursing, Boone Campus. Effective December 22, 1983.

King, Penny, Programmer/Analyst, Iowa Educational Computer Consortium. Effective January 6, 1984.

Krehbiel, Dennis, Dean-Evening College, District Campus. Effective January 12, 1984.

HUMAN RESOURCES
REPORT (cont.)

Quinn, Frank, Programmer, Data Services. Effective January 16, 1984.

Smith, Gordon, Lab Assistant-STRIVE, Student Development. Effective January 9, 1984.

Carlo, Edna, Instructor-Hospitality Careers, Business and Management. Effective May 8, 1984.

New Personnel

Bowdre, Leonard, Instructor-Electronic Maintenance, Industrial & Technical. Annual Salary \$23,048. Twelve month contract. Effective January 11, 1984. Continuing contract with Certified Faculty-probationary status.

Kay, Carol, Coordinator-Title III Project, Development Services. Annual Salary \$25,402. Specially funded through September 30, 1984. Effective December 14, 1983. Specially funded contract with Professional staff.

Cunningham, David, Instructor-Related Business, Business and Management. Annual Salary \$16,200. Temporary through May 8, 1984. Effective January 9, 1984. Continuing contract with Certified Faculty-probationary status.

Motion passed unanimously.

APPROVAL OF CON-
TRACT COMPLETION

A motion was made by D. Shull, seconded by D. Bendixen, that the Board of Directors approve acceptance of contract completion identified as Phase IIIA, Part 17, Steel Sales and Leasing, Ltd. Final payment of \$11,692.02 is to be made 30 days following the date of this Board meeting in accordance with conditions set forth in Bussard/Dikis Associates, Ltd. letter dated January 9, 1984, copy included as Attachment #1 to these minutes.

Motion passed unanimously on a roll call vote.

APPROVAL OF
ACADEMIC CALENDAR

H. Ritland made a motion, D. Rowen seconded, that the Board approve the 1984-85 academic calendar as presented in Attachment #2, as it pertains to the student body, i.e., beginning/ending of sessions, student contact days, and holidays.

Motion passed unanimously.

DIRECTORS LEONARD
AND NEMMERS ARRIVE

Directors E. Leonard and T. Nemmers arrived at 7:20 p.m.

INDUSTRIAL
TRAINING CONTRACTS

No new Industrial Training contracts have been received.

Board of Directors Meeting

January 17, 1984

Page 3

APPROVAL OF
PAYABLES

A motion for approval of the payables as presented in Attachment #3 was made by D. Rowen, seconded by D. Shull.

Motion passed unanimously.

PRESENTATION OF
FINANCIAL REPORT

The Financial Report as included in Attachment #4, was presented by Controller Irv Steinberg.

SUPERINTENDENT'S
REPORT

Superintendent Borgen reported on the appropriations bill, the \$100,000 seed for the World Trade Institute, enrollment for spring semester, and planned meetings with legislators and staff.

BOARD MEMBERS'
REPORTS

R. Clark asked that Board Members bring to gourmet dinners and have contact with, legislators as assigned to them on the Board/Legislator assignment sheets, which were distributed.

D. Rowen reported that the Trustees Association met on January 6, 1984, via telenet.

E. Leonard requested that staff members attend monthly meetings held with Senator Bill Palmer, reported that Board Member Jo Garst was hospitalized in Omaha, Nebraska, and that the Ankeny Foundation is selling tickets for a luau to be held February 11, 1984.

H. Ritland reported he had received a copy of the 1982 audit, and asked if attention was being given to the auditor's recommendations. Gene Snyders replied affirmatively.

APPROVAL OF DATE
CHANGE OF FEBRUARY
BOARD MEETING

E. Leonard moved, and D. Shull seconded, that the February 20, 1984, Board meeting be moved to Tuesday, February 21, 1984.

Motion passed unanimously.

CLOSED SESSION

It was moved by D. Shull, seconded by D. Bendixen, that the Board 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 Iowa Code.

Motion passed unanimously on a roll call vote and at 7:45 p.m., the Board convened in closed session.

RETURN TO OPEN
SESSION

The Board reconvened in open session at 8:03 p.m.

APPROVAL OF BOARD
OF DIRECTORS
SECTION OF BOARD
POLICY MANUAL

E. Leonard made a motion that item two, "make disparaging remarks about other board members" be deleted from Board Policy "G", Board of Directors section, Code of Ethics. Don Rowen seconded.

Motion passed unanimously.

BOARD POLICY
MANUAL (cont.)

E. Leonard moved, D. Rowen seconded, that Policies "A" through "G" be approved as presented, with the above change.

Motion passed unanimously.

A motion was made by E. Leonard, seconded by R. Clark, that Policy H.1, Conflict of Interest, be deleted since it is covered in Policy H, Conflict of Interest, and that Policy "H" be approved.

Motion passed unanimously.

H. Ritland moved that revised Policy X.1, Rules of Order for Board Meetings, retain the wording of present Policy 251, Voting by Members. T. Nemmers seconded.

Motion denied on a roll call vote:

Aye votes (2) - Nemmers, Ritland

Nay votes (6) - Bendixen, Clark, Leonard, Risdal, Rowen, Shull

Don Rowen made a motion that Policies I through Y, with the deletion of Policy R, "Meeting by Telephone Conference Call", be approved. Telephone meetings will be used in emergencies only, as stated in 28A.8, Electronic Meetings, Iowa Open Meetings Law. E. Leonard seconded.

Motion passed unanimously.

D. Rowen moved, R. Clark seconded, that Policies A through G be reopened for discussion and clarification.


Motion passed unanimously, and a brief discussion followed.

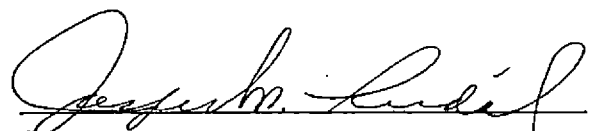
Policies "A" through "Y" have been approved, with the above changes, and are included in these minutes as Attachment #5.

ADJOURNMENT

A motion for adjournment was made by H. Ritland, seconded by D. Bendixen.

Motion passed unanimously and at 8:55 p.m., Board President J. Risdal adjourned the meeting.


HELEN M. MINOR, Secretary


JASPER RISDAL, President

January 9, 1984

Mr. Don Zuck
Manager, Business Services
Des Moines Area Community College
2006 South Ankeny Blvd.
Ankeny, Iowa 50021

Dear Don:

DMACC IIIA, Part 17
Building 6 Remodeling

We have reviewed the work under DMACC IIIA, 17, have found it complete and recommend payment of the retainage.

The air handling units have been rebalanced and we recommend approval of the revised testing and balancing report as noted by Jim Lee of Environmental Engineers, Inc.

With execution of Change Order #11, the project is now complete.

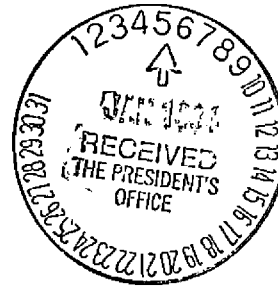
Sincerely,



Arnold E. Fischer, AIA

AEF/dk

MEMORANDUM



DATE: January 5, 1984
TO: Dr. Borgen, President
FROM: Leonard Bengtson, Manager, Research, Planning & Reporting
RE: 1984-85 Academic Calendar

I recommend submission of the attached academic calendar for 1984-85 to the Board of Directors for their review and approval.

The current 1983-84 calendar reflects the transition from quarters to semesters. Therefore, the 1984-85 calendar is the first to represent a full fiscal year on the semester schedule. The calendar as submitted is consistent with the joint understandings reached between administration and the faculty unit leadership concerning the on-going semester-based academic calendar.

mat

encl.

cc: Gene Snyders

8-82
minutes

1984-85 Academic Calendar

DES MOINES AREA COMMUNITY COLLEGE

Instructional Staff

Board Approved
January 17, 1984

ATTACHMENT #2
January 17, 1984

Regular Meeting
Page 2

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
July	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
August			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
September	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
October	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
November				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
December	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
January		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
February					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	
March					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
April	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
May			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
June	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					

July	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
August				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
September	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			

LEGEND

- Holidays
- Preparation Days
- Staff Development Days
- Student Contact Days**
- [Beginning of Term
-] End of Term.
- Break

TWO SEMESTERS

(8/30 to 5/10)

Student Contact Days.....	152
Preparation Days.....	7
Staff Development Days.....	8
Contract Days.....	167

TWO SEMESTERS PLUS SUMMER TERM

(7/1 to 6/30 minus Interim Term)

Student Contact Days.....	202
Preparation Days.....	9
Staff Development Days.....	9
Contract Days.....	220

COLLEGE YEAR

	Days
Fall Semester.....	76
Spring Semester.....	76
Summer Term.....	50
	202
Interim Term.....	20
	222

INTERIM TERM

(8/2 to 8/29) - 20 Days

MEMORANDUM

January 9, 1984

TO: Board Secretary

FROM: Irv Steinberg *ISW AS*

RE: Financial Report for December, 1983
Board Meeting January 16, 1984

As was anticipated, the 2nd quarter of the fiscal year ended December 31st without the release of our 2nd quarter State General Aid. As of this date we were utilizing \$1,041,137 of our \$5.3 million anticipatory warrant to satisfy expenditure requirements.

The mid year interest payment of \$105,600 on our three year Plant Fund loan was made when due on December 31, 1983. The second annual payment of \$1,600,000 on the principal will be due 6-30-84, for which adequate funds should be available after second half property taxes are received.

Proceeds from the sale of New Job Training Certificates for the Firestone Project (House File 623) for a total of \$198,096.48, were received December 30, 1983. These funds will be invested until needed to cover project expenses.

Initial FY 85 budget requests have been submitted for review by various budget managers and are being summarized and reviewed.

DES MOINES AREA COMMUNITY COLLEGE

CASH POSITION REPORT

December 31, 1983

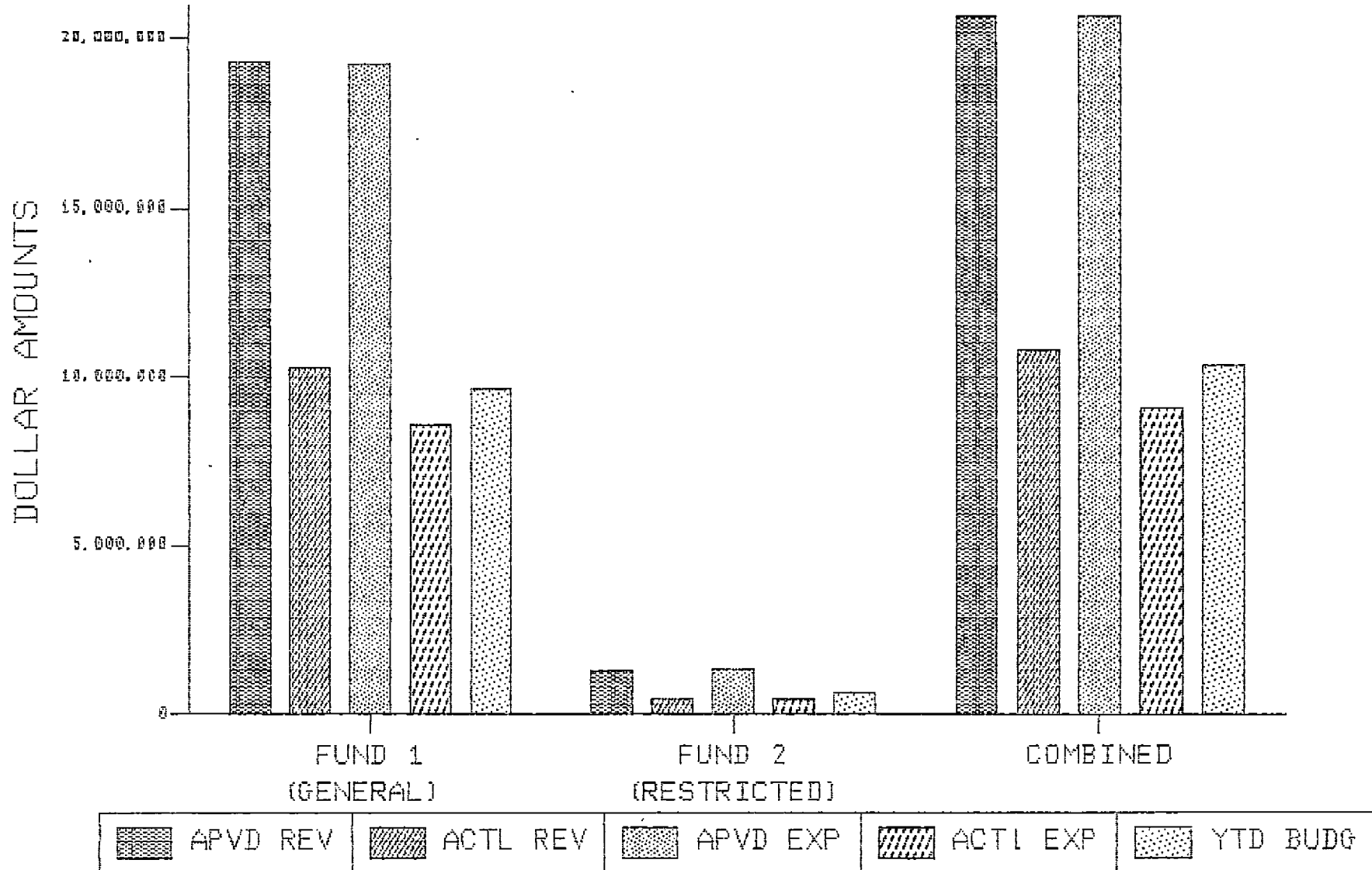
	COMBINED FUNDS	PLANT FUND	Voted Tax SF	DMACC TRUST
	-----	-----	-----	-----
<u>CASH IN BANK</u>				
Balance Fwd	52028	23440		44482
Plus Dec Receipts	3211046	104662		98160
Less Dec Disbursements	3149211	80839		60368
Cash Bal 12-31-83	113863	47263		82274
<u>INVESTMENTS</u>				
Savings		90000	22824	41947
Cert of Deposit:				
Plant Fd at BT		739000		
Sinking Fd at BT			1075000	
Gen Fd at BT	2800000			
Gen Fd at ASB	1345000			
Loan Fd at ASB	25000			
Alumni at ASB	15000			
DMACC Trust at ASB				100000
Total Cash & Invest	4298863	876263	1097824	224221
	=====	=====	=====	=====

Footnotes:

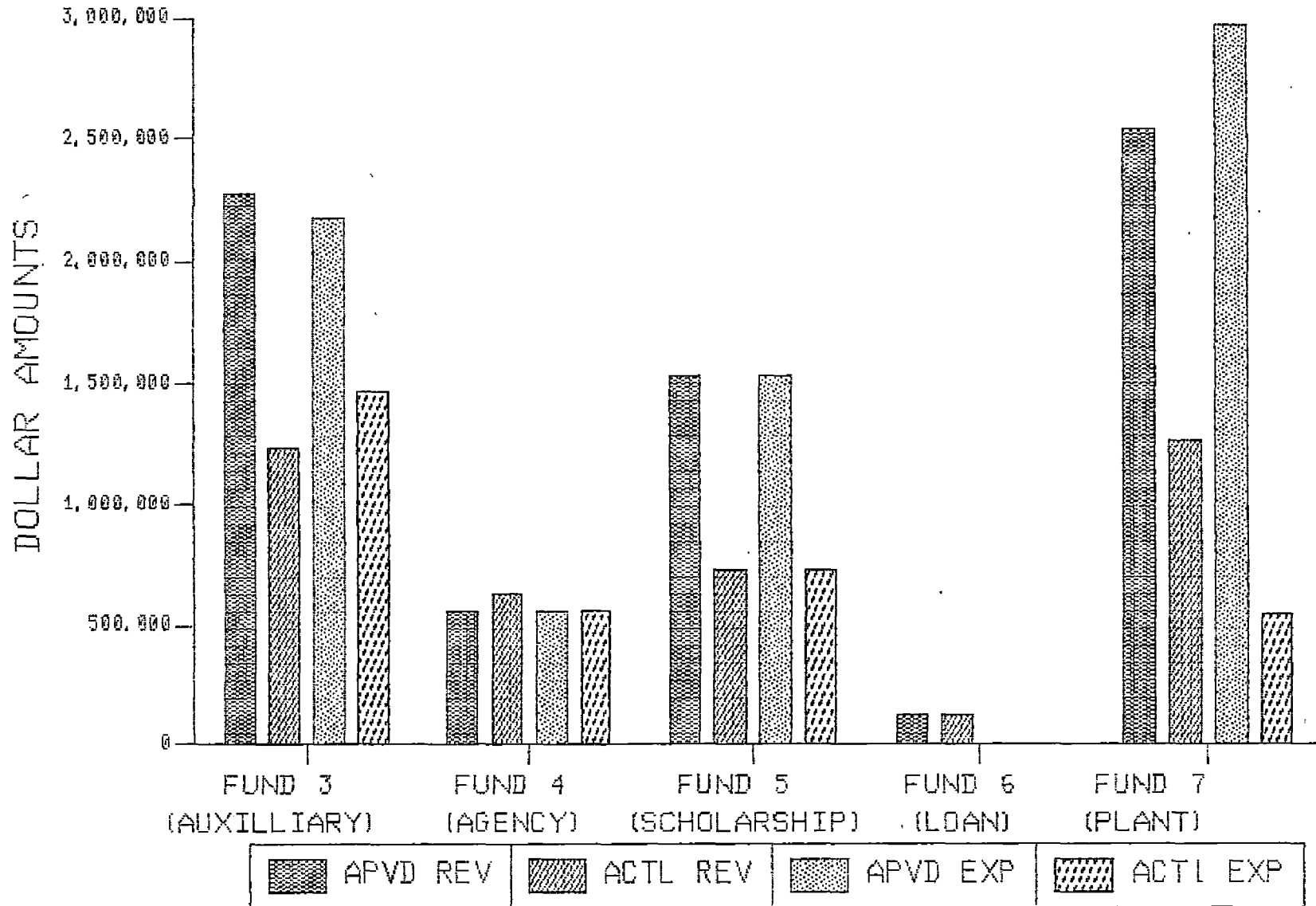
1. Payment on 3 year Plant Fund Loan will be due for \$1,705,600 on 6-30-84.
2. Investments include monies recd from issuance of a \$2.5 Million Antic Warrant on 7-1-83 and a \$2.8 Million Antic Warrant on 11-22-83.

As noted, \$1,041,137 of the Antic Warrant monies were required to satisfy expenditures thru 12-31-83.

DMACC BUDGET STATUS DECEMBER 31, 1983 (FUNDS 1 AND 2)



DMACC BUDGET STATUS DECEMBER 31, 1983
(Funds 3, 4, 5, 6, 7)



Number: A

Section: Board of Directors

Subject: Name and Legal Status
of College

The College is a school corporation formed under the provisions of Chapter 280A, Code of Iowa. The College is legally organized as Merged Area XI and is known as the DES MOINES AREA COMMUNITY COLLEGE. Whenever the term "Des Moines Area Community College" is used in these policies or in any other document of the College, it shall mean Merged Area XI. When the term "College" is used in these policies, it shall mean Merged Area XI.

Number: B Page 2
Section: Board of Directors
Subject: Legal Basis for
Board Action

The governing board of the College shall be a board of directors composed of one member elected from each Director District in the area by the electors of the respective district. The affairs of the College shall be conducted by the board of directors who shall have exclusive jurisdiction in all College matters as the legislative, policy-making body for the College.

Number: C Page 3
Section: Board of Directors
Subject: Membership

The board of directors is composed of nine (9) members, one (1) from each Director District. Members shall be residents of the Director District from which elected. Terms of members of the board of directors shall be three (3) years. Successors shall be chosen at the annual school election for members whose terms expire on the first Monday in October following such election. Directors shall hold office until a successor is elected and qualified, unless a director resigns, is removed, or suspended, or an event causing a vacancy occurs.

Number: D Page 4

Section: Board of Directors

Subject: Organization of the
Board

The board of directors shall organize at the first regular meeting in October of each year. The board shall be called to order by the immediate past-president. If that person is no longer a member of the board, the Secretary shall act as temporary chairperson. The first order of business shall be to swear into office any new board members who have not been so sworn.

The board shall elect a president and vice president at the organizational meeting. These officers shall hold office for one year until the next organization meeting. At the organizational meeting, the board shall also appoint a secretary and a treasurer.

A schedule for regular meetings for the remainder of the year (through the following September) shall be adopted at the organizational meeting.

Election of the president and other officers of the board may, if the board chooses, be by written ballot; however, each member shall identify his/her ballot. Each ballot will be attributed as it is tallied, in order to comply with the requirements of the Iowa Open Meetings Law.

Number: E Page 5
Section: Board of Directors
Subject: Board Orientation

It shall be the primary responsibility of the Chief Executive Officer and the President of the Board to orient new Board Members.

The orientation shall acquaint new members with the policies, duties, and responsibilities of the Board and the operations of the College.

Number: F Page 6
Section: Board of Directors
Subject: Expense Reimbursement

Members of the board of directors shall serve without compensation. They shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties as members of the board.

Prior Approval. Director travel on behalf of the board for which reimbursement will be requested shall be approved by the President of the board. The Vice President will approve travel for the President.

Delegates at Conventions. Voting delegates representing the College at association conventions shall be selected by the board.

Reimbursement Policy. Expenses incurred by board members for approved travel on behalf of the College will be reimbursed in accordance with appropriate sections of the Management Services Procedures Manual. All expenses must be within the board-approved travel budget. Individual board members' expenses shall be submitted to the President for approval. The board President's expenses shall be submitted to and approved by the Vice President.

Members of the board of directors, as public officials, should strive to perform all the duties of office in an ethical manner.

It is unethical for a Board Member to:

- seek personal advantage
- ~~make disparaging remarks about other board members~~
- discuss confidential business with the public
- place the interests of individuals or groups ahead of the interests of the College
- assume unauthorized authority away from meetings of the board of directors.

Number:

Page 8

Section: Board of Directors

Subject: Conflict of Interest

Nepotism. Notwithstanding any contrary provisions of the Code of Iowa, no member of the board of directors, or his or her spouse, shall receive compensation directly from the board.

Contracts. The board will not purchase supplies, equipment, or personal services from any member of the board or from any employee of the board, or from a firm or corporation in which a board member or employee has any direct or indirect pecuniary interest.

Members of the board who have or may have an interest in any contract to furnish supplies, materials, or labor to the College shall disclose such interests. Contracts in which a board member has any interest are void as contrary to public policy.

Gifts. Board members shall not solicit, accept, or receive any gift which has a value in excess of \$50, except for gifts unrelated to board functions. A board member, officer, or employee, who receives, or whose immediate family receives, a gift in any one occurrence which has a value of more than \$15 shall file a written report of the gift, its donor, and its value with the board's Secretary. These reports shall be open for public inspection.

Section: Board of Directors

Subject: Conflict of Interest

DELETE

A member of the board of directors, officer, or employee, who receives, or whose immediate family receives, a gift in any one occurrence which has a value in excess of \$15 shall file a written report of the gift with the Secretary of the board. The report shall show the nature, amount, date, donee, and donor of the gift.

If a gift is made to a board member, officer, or employee, or an immediate family member which cannot be precisely attributed to that recipient, the report shall list the prorata value of the gift attributable to the donee if that value exceeds \$15. The fact of apportionment shall be disclosed. A gift may not be apportioned between multiple donors to reduce its "value" unless it qualifies as a separate occurrence.

The report shall be filed with the Secretary of the board by the 15th day of the month following the month in which a gift is received.

All reports filed shall be maintained by the Secretary and available for public inspection as provided in Chapter 68A of the Code of Iowa.

As used in this policy, the word "gift" and the phrases "immediate family member" and "public disclosure" have the meaning provided in section 68B.2 of the Code of Iowa.

The board Secretary shall also maintain any report filed by the members, officers or employees of the College who desire to report a gift made to them or their immediate family members which did not exceed \$15 in value.

Number: I Page 10

Section: Board of Directors

Subject: Power & Duties of
the Board

The board of directors shall establish policy and make rules for its own government and that of the administrative, teaching, and other personnel, and the students of the college and for college buildings, grounds, equipment, and other property and aid in the enforcement of these rules, and require the performance of duties of said persons imposed by the law, policy and rules.

Authority rests with the board in legal session and not with individual members of the board except as authorized by specific board action or by statute. Each board member shall function at all times as part of a legislative, policy-making body, and not as an administrative officer, and shall meet his or her legal responsibilities as a trustee of the College.

The board of directors has three major kinds of duties:

LEGISLATIVE.

The board represents the people of the Merged Area and will function as a policy-making body. The board has exclusive jurisdiction over the College, its students, and its employees.

The adoption of new policies or amending or rescinding an existing policy is the exclusive responsibility of the board. Any formal action to add, modify, or change existing board policy will be by a majority vote of the membership of the board during an open meeting. The proposed change must appear as an agenda item before the board may take official action to approve suggested change to board policy.

If passed, the proposal will become effective upon the date of passage or at a time stated in the proposal, whichever occurs last.

EXECUTIVE.

Board Philosophy of Governance.

The board shall recognize and maintain the distinction between those activities which are appropriate for the board as the legislative, policy-making body of the College and those executive and ministerial activities which are to be performed by the Chief Executive Officer and staff in the implementation of policy. The board of directors shall select an executive officer, the Superintendent, and delegate to him or her the authority for formulating and overseeing all rules and regulations, plans, and administrative details necessary to ensure that the policies of the board are carried out in the daily operation of the College.

Number: I.1 January 17, 1984
Page 11

Section: Board of Directors

Subject: Power & Duties of
the Board (cont.)

Role of the Chief Executive Officer.

The Superintendent/President of the College is the Chief Executive Officer of the board. In this role the Chief Executive Officer is responsible for carrying out and implementing all official policies of the board and for performing the duties specifically assigned to that office.

The board of directors shall recognize and support the Chief Executive Officer as the main line of communication between the board and the internal and external College community. In this capacity as the board's liaison, the Chief Executive Officer shall regularly advise the board of such activities and will be guided by the policies, rules and financial budgetary guidelines established by the board.

EVALUATIVE.

It is the board's duty to determine, through careful study and examination of facts and conditions, whether the College is being operated efficiently; not only in terms of dollars and cents, but in terms of the effectiveness of the programs of the College.

Number: J

Page 12

Section: Board of Directors

Subject: Approval of Administrative Regulations

The administrative rules and regulations shall be developed by the Chief Executive Officer of the College or a designee. Rules and regulations need not be reviewed or approved by the board unless the board places them on the agenda for review.

Number: K
Section: Board of Directors
Subject: Duties of President
& Vice President

The President of the board shall be entitled to vote as a member and shall preside at all of its meetings, sign checks, warrants, drafts, and all orders drawn upon the Treasurer as provided by law, sign all contracts made by the board and appear on behalf of the corporation in all actions brought by or against it, unless individually a party in a lawsuit, in which case this duty shall be performed by the Secretary.

The President, in addition to the duties prescribed by law, shall exercise such powers as may be delegated by the board and communicate to board members official information and documents related to board members' activities.

The President shall be the official spokesperson for the board.

The Vice President shall perform such duties as may be assigned by the President of the board and shall serve as temporary president and perform the duties and exercise the powers of president in the absence of the president.

Number: K.1 Page 14

Section: Board of Directors

Subject: Absence of Officers

In the event both the Board President and Vice President are absent, the Secretary shall serve as temporary chairperson for the purpose of selecting a President pro tempore.

Number: L
Section: Board of Directors
Subject: Temporary Committees

Temporary committees of the board may be appointed by the President of the board of directors and ratified by the Board; their duties shall be outlined at the time of appointment. A temporary committee shall be considered dissolved when its final report is made and accepted by the board of directors.

The function of the committee is to provide information and recommendations as directed by the board to assist the board in its decision-making capacity. The recommendations and reports of all committees will be advisory in nature with final decision-making authority retained by the board.

Number: M
Section: Board of Directors
Subject: Appointment of
Advisory Committees

Appointment.

Each year the Board of Directors will appoint members to advisory committees based on the recommendation of the Chief Executive Officer. Suggestions for appointment will be obtained from Board members, staff, and representatives of the community. The persons recommended for advisory committee service should be well qualified to give advice and counsel regarding the respective educational program and genuinely interested in the mission of the College.

Term of Membership.

Advisory committees may be formed by the Board on an ad hoc basis to deal with a particular matter, or on a continuing basis to work with the faculty in a program area.

Members of continuing advisory committees will be appointed for a specific term of service, usually one, two, or three years. Each year approximately one-third of the membership will be new appointees.

The Chief Executive Officer shall establish membership criteria and functions of advisory committees.

Number: N Page 17
Section: Board of Directors
Subject: Duties of Board
Secretary

The Secretary shall be appointed and qualified at the organizational meeting of the board of directors. The Secretary shall give bond as prescribed in section 291.2, Code of Iowa, and shall receive a salary as determined by the board. The term of appointment shall be for one year. He or she shall qualify within ten days following appointment.

The Secretary of the Board shall:

1. File and preserve copies of reports made to the Iowa Department of Public Instruction and papers transmitted to the Secretary pertaining to the business of the College.
2. Prepare the agenda for the board of directors with the advice of the President of the board and the Chief Executive Officer.
3. Maintain a complete record of all proceedings of the meetings of the board of directors.
4. Maintain a record of all elections as directed by the Commissioner of Elections.
5. Maintain a record of each fund deposited with the Treasurer.
6. Maintain an accurate account of all bills, and present to the board for approval and payment.
7. Prepare monthly financial statements and file with the board.
8. Countersign all checks signed by the President and approved by the board.
9. Report to the State Department of Public Instruction, to County Auditors, and to County Treasurers, the name of the President, the Secretary, and the Treasurer of the board of directors after each officer has qualified.
10. Prepare and publish an annual financial statement for the College.
11. Call to the attention of the board legal requirements in those matters for which the Secretary is responsible.
12. Arrange with the Polk County Commissioner of Elections for all elections.
13. Ensure publication of legal notices.

Number: N.1 Page 18

Section: Board of Directors

Subject: Duties of Board
Secretary (cont.)

14. Countersign all interest-bearing bonds, warrants or certificates issued by the College.
15. Publish a year-end financial statement in accordance with the provisions of section 279.34, Code of Iowa, during the second week of July.
16. Perform such other duties as may be required by the board of directors or by law.

If both the President and Vice President are absent, the Secretary shall serve as temporary chairman for the purpose of selecting a president pro tempore.

Number: 0
Section: Board of Directors
Subject: Duties of Board
Treasurer

The Treasurer shall be appointed and qualified at the organizational meeting of the board. The Treasurer shall give bond as prescribed in section 291.2, Code of Iowa, and shall receive the salary determined by the board. Term of office shall be for one year. The Treasurer shall qualify within ten days following appointment. The Treasurer may be another employee of the College, including the board Secretary.

The duties of the Treasurer shall be to:

1. Receive all monies on behalf of the Des Moines Area Community College.
2. Pay out monies only upon order of the President, countersigned by the Secretary.
3. Receive warrants signed by the President and countersigned by the Secretary.
4. Keep an accurate record of all receipts and expenditures of funds.
5. Register all checks and orders drawn and reported by the Secretary showing the number, date, to whom drawn, fund upon which drawn, the purpose and amount.
6. Maintain an accurate separate account of all funds, overseeing cash management in the areas of investments, establishment of checking accounts, and bidding of bank services.
7. Prepare monthly financial statements for board review.
8. Prepare an annual report, including sworn statements from each depository bank with June 30 balances, for the July meeting of the board of directors and file copies with the Iowa Department of Public Instruction and the County Treasurer.
9. Deposit funds in banks designated by the board as the official depositories and file with the county treasurers and the State Treasurer a list of such depositories.
10. Maintain a record of bond, warrant, or certificate buyers.
11. Spot-audit expenditure claims against the College on a monthly basis.

Number: O.1 Page 20
Section: Board of Directors
Subject: Facsimile Signatures

The President, Secretary, and Treasurer of the corporation are authorized to use facsimile signatures on checks and warrants authorized by the board. The Secretary shall maintain the devices for the facsimile signatures in a safe and secure place and establish procedures to control access to the facsimile signatures to assure authorized use.

Number: P
Section: Board of Directors
Subject: Legal Counsel

The board will appoint legal counsel to represent the school corporation as necessary for their proper conduct of legal affairs of the school corporation. Counsel will attend regular and special meetings of the board when requested to do so and will be available for consultation as needed.

Because it is often necessary to consult legal counsel to receive an expert opinion as part of background information to be used by the board in making decisions, and because at times the College may be involved in litigation or other legal matters, the Chief Executive Officer or a designee and the board Secretary are authorized to seek counsel's services as needed.

Individual board members are expected to consult the board's legal counsel only when the full board has given permission for such consultation and such request is communicated to legal counsel by the Secretary of the board.

Number: Q Page 22

Section: Board of Directors

Subject: Meetings of the
Board

"Meeting" means a gathering in person or by electronic means, formal or informal, of a majority of the members of the board where there is deliberation or action upon any matter within the scope of the board's policy-making duties. "Meetings" shall not include a gathering of members of the board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of Chapter 28A of the Code of Iowa.

Meetings of the board are conducted for the purpose of carrying on the business of the College. Only board members have authority to make and second motions and vote on issues before the board. The board may establish rules and determine procedures that will be followed during board meetings.

Annual Meeting.

The annual meeting of the board shall be held the first secular day after the 7th of July.

The board shall follow its regular order of business as defined elsewhere in these policies, and under the heading "Unfinished Business" they shall audit the reports of the Secretary and the Treasurer. The Treasurer shall present affidavits from depository banks as a part of the annual report. The board shall examine, reconcile, and approve, if in order, the reports and the President and Secretary shall affix their signatures thereto.

Time and Place.

Meetings of the board shall be held monthly in accordance with the calendar approved at the organizational meeting. A regular meeting may, however, be set for another date, time, or place by action of the board at any previous meeting. If conditions make it imperative that another time or place be selected, the Secretary shall notify each member of the board of the change and make appropriate public announcements.

The news media will be notified of the date, time, and place of all regular and special meetings of the board.

Quorum.

The majority of the membership of the board shall constitute a quorum for the transaction of business at regular and special meetings of the board. A quorum being present, a majority of the votes of the members voting on a measure shall determine the outcome thereof unless the law or board policy requires the vote of a greater number on that issue. A quorum need not be present to adjourn a meeting.

Special Meetings.

Special meetings may be held as determined by the board, or called by the President of the board, or by the Secretary upon the written request of a majority of the members of the board.

Number: Q.1 Page 23
Section: Board of Directors
Subject: Meetings of the Board
(cont.)

Unless otherwise provided by law, notice of special meetings shall be given in writing by the Secretary at least 24 hours in advance of such meetings. The agenda for all special meetings shall be limited to the item or items for which the special meeting is called. Special meetings shall be held in the location officially designated for regular meetings unless otherwise determined by the board in a previous legal session.

Emergency Meetings.

In the event an emergency meeting must be called and it is impossible or impractical to give 24 hours' notice, then as much notice as is reasonably possible must be given and the reason for failure to give 24 hours' notice must be stated in the minutes.

Open Meetings.

All meetings of the board shall be subject to the Iowa Open Meetings Law.

Public Meetings.

All meetings of the board, except executive sessions, shall be open to the public, subject to limitations of space and such reasonable restrictions as shall be imposed by the board to ensure the orderly conduct of business. Members of the public may address the board at official meetings in regard to any agenda item at the time provided on the agenda for public comments. The board reserves the right to limit individual participation to five minutes to permit the presentation of all pertinent points of view.

Notice.

The board Secretary shall be responsible for public notification of all meetings, arranging for tape-recording (when necessary), making minutes of all meetings, and retain appropriate minutes and records as required by law.

Minutes.

The minutes shall be kept on file as the permanent official records of legislation for the College. The Secretary shall act as custodian of the minutes and shall make them available to any citizen who wishes to examine them during usual office hours of the College.

DELETE - TELEPHONE MEETINGS WILL BE USED IN EMERGENCY
ONLY AS STATED IN 28A.8, Electronic Meetings,
IOWA OPEN MEETINGS LAW.

ATTACHMENT #5
Regular Meeting
January 17, 1984

Number: R ~~DELETE~~ Page 24

Section: Board of Directors

Subject: Meeting by telephone
conference call

DELETE

Any member of the board of directors, the Chief Executive Officer of the Board, or any other person authorized by the board, may participate in a meeting of the board or a committee of the board, by conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this provision shall constitute presence in person at the meeting.

Number: S
Section: Board of Directors
Subject: Participation by
the Public

The board encourages public attendance and participation in its public board meetings. The board meets to conduct the official business of the College as set forth in the agenda. The public is asked to recognize that time constraints and procedures are required to assure an orderly process during the meeting.

In order to assist the Chair, persons who wish to address the board should fill out a card which is provided at the door. The person's name and the subject of his/her remarks should be noted. These should be given to the Secretary prior to the meeting. If the stated subject is on the agenda, the speaker will be heard at the time that agenda item is initially brought up for discussion by the board. Other speakers will also be recognized if time permits. To ensure fairness and efficiency, speakers are asked to keep comments as brief as possible, not to exceed five minutes.

It shall be in order for members of the board, after first gaining recognition of the Chair, to interrupt the speaker to ask questions and clarify the discussion.

Remarks and allegations by a person addressing the board concerning the character or motives of an employee of the College are out of order. Only those individuals recognized by the Chair shall be permitted to participate in the discussion. Any attempt by persons not so recognized to discuss any motion before the board is out of order.

The Chair shall permit and conduct adequate discussion of each item by board members and by staff and audience. In general, no more than 20 minutes will be allowed for public comments. Should additional time be needed, a motion to extend the discussion time may be made by any board member.

If a topic is not on the agenda, persons may address the board in the public forum item of the agenda. If an issue is raised which will require the preparation of an agenda item, it will be referred to the Superintendent for such preparation, and the person raising the issue will be informed of the meeting when it will appear on the agenda.

Extended discussion or action on any item can only take place with items on the agenda as posted.

The Correspondence item of the agenda is designed for written comments from the public, not discussion.

Number: T
Section: Board of Directors
Subject: Closed Sessions

In general, all meetings of the board of directors shall be conducted in open public sessions. This standard has two categories of meetings which are excluded that allows the board to meet in sessions closed to the public. The first category is known as "exceptions" to the Iowa Open Meetings Law. The second category is known as "exemptions" to the Open Meetings Law.

EXCEPTIONS to the Iowa Open Meetings Law.

This form of a closed session takes place during an open meeting. A specific motion stating the reason for the closed meeting must be made and seconded, followed by a two-thirds' affirmative roll-call vote of the total membership of the board, or all members present. The board may enter into a closed session for the following reasons:

- a. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the board's possession or continued receipt of federal funds.
- b. 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 board in that litigation.
- c. To discuss whether to conduct a hearing or to conduct hearings to suspend or expel a student, unless an open session is requested by the student or a parent or guardian of the student if the student is a minor.
- d. To discuss the decision to be rendered in a contested case conducted according to the provisions of Chapter 17A of the Code of Iowa.
- e. To avoid disclosure of specific law enforcement matters, such as current or proposed investigations, inspection or auditing techniques or schedules, which if disclosed would enable law violators to avoid detection.
- f. To avoid disclosure of specific law enforcement matters, such as allowable tolerances or criteria for the selection, prosecution or settlement of cases, which if disclosed would facilitate disregard of requirements imposed by law.
- g. To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Number: T.1 Page 27
Section: Board of Directors
Subject: Closed Sessions
(cont.)

h. To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the College would have to pay for that property. The minutes and the tape recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

The vote of each member on the question of holding the closed session and the reason for holding the closed session by reference to a specific exception under this section shall be announced publicly at the open session and entered in the minutes. The board shall not discuss any business during a closed session which does not directly relate to the specific reason announced as justification for the closed session.

All closed sessions shall be tape-recorded and have detailed minutes kept. The tape-recordings shall be kept for one year from the date of the meeting. Real estate-related minutes and tapes must be released after the transaction is complete.

EXEMPTIONS to the Iowa Open Meetings Law

A meeting that is exempt from the Open Meetings Law can be held without public notice and may be separate from any open public meeting.

The board may meet at any time to discuss negotiations strategy regarding a certified bargaining unit, to discuss negotiations strategy for groups of employees not included in a certified bargaining unit, and to conduct a private hearing relating to the recommended termination of a teacher's contract and the teacher requested said private hearing.

No record need be maintained of negotiation strategy sessions. The private hearing in a teacher's contract termination shall be recorded by a court reporter.

Number: U Page 28
Section: Board of Directors
Subject: Notice for Board
Meetings

Public notice of regular or special meetings of the board of directors shall be provided by posting the agenda on a bulletin board at the central administration office and at the site of the board meeting. Notice shall be given at least 24 hours prior to the commencement of each meeting and should include the time, date, place, and tentative agenda. Notice shall be provided to the news media and to others who have filed a request for notice with the Secretary of the board.

Notice of the call of a special meeting shall be given to each board member in writing and mailed to his or her home at least 24 hours before the meeting. The notice shall specify the time, date, place, and purpose (tentative agenda) of the meeting. Attendance at the special meeting shall constitute a waiver of notice.

An emergency meeting may be called with less than 24 hours' notice when the board is required to meet for good cause to take immediate action. In an emergency when it is not possible to give 24 hours' notice, the board Secretary will notify the media who have requested notification, by telephone, and post the meeting notice as far in advance of the meeting as possible. The minutes of such an "emergency" meeting should clearly state the good cause justifying the emergency meeting.

Number: V Page 29
Section: Board of Directors
Subject: Agenda for Meetings

The Chief Executive Officer in conjunction with the board President shall submit to the board of directors for its consideration an agenda which shall set forth the order of business for that meeting. The agenda shall contain supporting data for the suggested items of business, together with recommendations of the Chief Executive Officer, or recommendations from staff members designated by him/her.

The agenda with appropriate enclosures should reach the members of the board sufficiently in advance of the meeting to allow adequate time for study and review. Ordinarily, this shall be at least four days before the meeting.

The agenda for each regular and special meeting shall be posted at the administrative office at least 24 hours prior to the time of said meeting. The agenda shall also be distributed to staff, to citizens requesting it, and to the news media. Board books are available prior to the meeting in the office of the Superintendent.

Action on any item can only take place with items on the agenda as published. These provisions do not preclude the taking of testimony at regularly scheduled meetings on matters not on the agenda which any member of the public may wish to bring before the board, provided that no action is taken by the board on such matters at the same meeting at which such testimony is taken.

Individuals or groups who wish to place an ^{for Board Secretary} item on the agenda should do so by writing the Superintendent. Requests should include name, address, phone number, organization represented, purpose of the presentation, and pertinent background information. To be included on the regular meeting agenda, requests must be received by the Superintendent not later than eleven calendar days prior to the meeting. _{for Board Secretary}

The Secretary may include on the agenda a unanimous consent item. Any member of the board may ask to have any item removed from the unanimous consent order of business or have the unanimous consent order of business divided. The board may vote on all items in the unanimous consent agenda on a motion to adopt the unanimous consent order of business, or upon the items as separated or divided.

Number: W Page 30
DELETED Page 30

Section: Board of Directors

Subject: Order of Business -
Regular Meeting

TO BE DETERMINED BY SUPERINTENDENT AND
BOARD PRESIDENT

Number: X
Section: Board of Directors
Subject: Rules of Order for
Board Meetings

A. The board shall follow Robert's Rules of Order, Revised, latest edition, as modified by this policy.

B. The purposes of modified rules adopted by the board are:

1. To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;

2. To organize the meetings so that all necessary matters can be brought to the board and that decisions of the board can be made in an ordered and reasonable manner;

3. To ensure that members of the board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made;

4. To ensure that meetings and actions of the board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

C. The following rules of procedure have been adopted by the board at the annual organizational meeting:

1. Board members need not rise to gain the recognition of the Chair.

2. All motions will be made as a positive action.

3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, such as to move into a closed session.

4. All motions shall receive a second, prior to opening the issue for discussion of the board. If a motion does not receive a second, the Chair may declare the motion dead for lack of a second.

5. The Chair may decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.

6. The Chair shall rule on all motions that come before the board.

Number: X.1 Page 32
Section: Board of Directors
Subject: Rules of Order for
Board Meetings (cont.)

7. The Chair may rule on points of order brought before the board.

8. The Chair shall have complete authority to recognize any member of the audience regarding a request to participate in the board meeting. Members of the public who wish to participate shall follow the procedures outlined in Board Policy No. ____.

9. The Chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.

10. The order in which names will be called for roll-call votes will be as follows:

a. All board members will be listed in alphabetical order by last name.

b. All roll-call votes will be called in alphabetical order, beginning at various positions on the list.

c. The first roll-call vote will begin at the top of the list and proceed down. The second roll-call vote will begin with the second name and proceed down, the list with the last name called to be the first person called on the previous vote.

d. A person's absence, or presence, will have no effect on the rotation.

11. Voting. Any member may request a roll-call vote. All votes dealing with the disposition of funds or contractual agreements shall be roll-call votes recorded as ayes or nays with an indication of abstentions or passes. If a scheduled meeting of the board lacks a quorum necessary to conduct business, the Secretary shall call the roll and those members present will adjourn the meeting.

No member of the board may vote by proxy. Every member present shall vote on all questions unless excused by the board. The reconsideration of a vote may be moved only by a member who voted with the majority. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular session.

No member shall be allowed to give or change his/her vote on any question after the result has been announced by the Chair unless by unanimous consent of the members of the board.

Number: Y Page 33
Section: Board of Directors
Subject: Minutes of Board
Meetings

MINUTES OF OPEN MEETINGS

Records of all transactions of the board shall be set forth in full in the official minutes. The minutes shall include the time, date, and location of each meeting, the members present and absent, all motions made, the name of the board member making the motion, the name of the board member who seconded the motion, a summary statement of the discussion, and a record of the vote. The record of the vote should show how individual members voted, but it need not be by roll-call vote.

The minutes shall be kept on file as the permanent official record of school legislation in the College. The Secretary shall act as custodian of the minutes and shall make them available to any citizen who desires to examine them during the usual office hours of the College. Minutes awaiting approval at the next board meeting become public documents after the board Secretary transcribes his/ her notes in typewritten material which is then proofread for typographical errors and retyped.

MINUTES OF CLOSED SESSIONS

Detailed minutes shall be kept of all closed sessions which are exceptions to the open meetings law. The minutes should show the time, date, and place of the meeting, members present, and issues discussed. A tape-recording of the session must be made. The tape-recordings of closed sessions are sealed records that may be reviewed by a judge or by appropriate administrators and board members. The tape-recordings and written minutes shall be maintained for a one-year period. Minutes and recordings pertaining to real estate purchases are open to the public after the real estate transaction has been completed.