

Des Moines Area Community College

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Board of Directors Meeting Minutes

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6-8-1981

### Board of Directors Meeting Minutes (June 8, 1981)

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Des Moines Area Community College  
2006 South Ankeny Boulevard  
Ankeny, Iowa 50021

REGULAR MEETING

8 JUNE 1981

The regular meeting of the Des Moines Area Community College Board of Directors was held at the Ankeny Campus in Building 2, Room 15, on 8 June 1981. The meeting was called to order by Board President Eldon Leonard at 5:30 p.m.

ROLL CALL

Members Present:

Raymond Clark	Eldon Leonard	Herbert Ritland
Georganne Garst	Theodore Nemmers	Donald Rowen
Murray Goodman	Jasper Risdal	Walter A. Stover, Jr.

Others Present:

Paul Lowery, Superintendent	Various other DMACC staff
Charles Wright, Board Secretary	and interested residents

APPROVAL OF  
TENTATIVE  
AGENDA

It was moved by T. Nemmers, seconded by D. Rowen, that the Board place on its agenda consideration of July and August Board meetings beginning times as a decision that must be reached before the next Board meeting, and that the remainder of the tentative agenda be approved as published.

The motion was passed unanimously.

PUBLIC COMMENTS

The Board heard from RICHARD BURNS of Roofers' Local 142, Des Moines, regarding the re-roofing of Building 10. Ken Brown, Director of Plant Services, explained his recommendation to the Board.

APPROVAL OF  
MINUTES

It was moved by T. Nemmers, seconded by H. Ritland, that the minutes of the regular and special meetings of 11 May 1981 be approved.

The motion was passed unanimously.

MONTHLY FINAN-  
CIAL REPORT &  
OTHER REPORTS

It was moved by T. Nemmers, seconded by D. Rowen, that the monthly financial report and any other printed reports be received and filed.

The motion was passed unanimously. A copy of the monthly financial report is attached (Attachment #1) hereto and made a part of these minutes.

PERSONNEL

It was moved by D. Rowen, seconded by T. Nemmers, that contract changes, resignations, leaves of absence without pay, new personnel, and summer contracts be approved/accepted, as follows:

Contract Changes BOBBY E. DRESBACK, Operations Supervisor, Data Systems, from Operations Supervisor (\$20,517.00 annually) to Systems Programmer (\$21,543.00 annually) effective May 1, 1981.

VERNON GOODWIN, JR., Instructor, Respiratory Therapy, Career Education, from probationary to full status effective June 18, 1981.

Resignations IVAN E. BROWN, JR., Instructor/Chairperson, Labor Studies Effective June 2, 1981

NORMA FULLERTON, Instructor, Surgical Technology Effective August 31, 1981

GEORGE J. HEGARTY, Instructor, English Effective May 22, 1981

Leaves of Absence MARGARET ROWE, Instructor/Chairperson, Medical Lab 5 Days, June 22 - 26, 1981

DEBRA SCHULTE, Instructor, Nursing 2-1/2 Days, May 22 (noon) to May 29, 1981

VERLE SMITH, Instructor, Auto Mechanics 3 Months (67 days), June 8 - September 8, 1981

New Personnel ROGER ALAN FIDERLICK, Systems Programmer, Data Systems Salary \$24,200.00 annual, 12 months Effective June 1, 1981

DENNIS HINER, Coord., Special Services, Career Education Salary \$20,714.00 (plus adjustment) annual, 12 months Effective July 1, 1981  
This appointment is contingent upon obtaining funding through 28E Agreements with 15 school districts.

Summer Contracts Salaries will be determined as soon as a salary settlement with the bargaining unit is available.

Arts and Sciences

Ruth Aurelius	40 days
C. J. Alexander	40 days
Theodore E. Clinkenbeard	40 days
Richard W. Chapman	40 days
Michael E. Delaney	40 days
Terry V. Fairbanks	40 days
Patrick M. Garvey	40 days
Rudolph C. Harris	40 days
Donald B. Irwin	40 days
Stanlie Maryse Jackson	40 days

Arts and Sciences (continued)

Tom K. Nelson	40 days
David L. Palmer	40 days
Bill R. Ryan	40 days
James D. Sheaff	40 days
Janet A. Simons	40 days
Byron M. Strom	40 days
Franklin D. Trumpy	40 days
Curtis W. Wiberg, Jr.	40 days
Gerald J. Wisnieski	40 days

Career Education

Richard Hammann	54 days
Patricia Moore	54 days
Tom Turner	54 days 91% load
Carl Redding	54 days
Richard Yach	54 days
Nola Hanson	54 days
Dennis Hansen	54 days
Joan von Grabow	54 days
Jerry Whalen	7 days
Raymond Brownlee	9 days
Frank Jorgenson	9 days

EXECUTIVE  
SESSION

It was moved by T. Nemmers, seconded by G. Garst, that the Board hold an executive session as provided in Section 279.16 of the Code of Iowa for the purpose of making a final decision upon the recommendation and the evidence in termination cases.

The motion was passed on a roll call vote with votes recorded as follows:

## AYES:

R. Clark	E. Leonard	H. Ritland
G. Garst	T. Nemmers	D. Rowen
M. Goodman	J. Risdal	W. Stover

The Board went into executive session at 5:40 p.m. and returned to open session at 7:10 p.m. Detailed minutes of the executive session and tape recordings of the session are in the possession of the Board President.

## DINNER RECESS

The Board recessed for dinner at 7:10 p.m. and reconvened at 7:40 p.m. with all members present.

TERMINATION OF  
CONTINUING  
CONTRACTS

It was moved by R. Clark, seconded by H. Ritland, that the Board terminate the continuing contract of RICHARD FINNESTAD for the reasons stated in the Superintendent's letter to the above named employee, copies of which have been received and filed by the Board of Directors, in accordance with the provisions stated in Chapter 279.13, .15, and .16 of the current edition of the Code of Iowa.

The motion was passed on a roll call vote with votes recorded as follows:

## AYES:

R. Clark	E. Leonard	H. Ritland
G. Garst	T. Nemmers	D. Rowen
M. Goodman	J. Risdal	W. Stover

It was moved by G. Garst, seconded by J. Risdal, that the Board terminate the continuing contract of GEORGE SILBERHORN for the reasons stated in the Superintendent's letter to the above named employee, copies of which have been received and filed by the Board of Directors, in accordance with the provisions stated in Chapter 279.13, .15, and .16 of the current edition of the Code of Iowa.

The motion was passed on a roll call vote with votes recorded as follows:

## AYES:

R. Clark	E. Leonard	H. Ritland
G. Garst	T. Nemmers	D. Rowen
M. Goodman	J. Risdal	W. Stover

It was moved by H. Ritland, seconded by W. Stover, that the Board terminate the continuing contract of DIANE VANDER PLOEG for the reasons stated in the Superintendent's letter to the above named employee, copies of which have been received and filed by the Board of Directors, in accordance with the provisions stated in Chapter 279.13, .15, and .16 of the current edition of the Code of Iowa.

The motion was passed on a roll call vote with votes recorded as follows:

## AYES:

R. Clark	E. Leonard	H. Ritland
G. Garst	T. Nemmers	D. Rowen
M. Goodman	J. Risdal	W. Stover

It was moved by G. Garst, seconded by M. Goodman, that the Board terminate the continuing contract of CURTIS SMITH for the reasons stated in the Superintendent's letter to the above named employee, copies of which have been received and filed by the Board of Directors, in accordance with the provisions stated in Chapter 279.13, .15, and .16 of the current edition of the Code of Iowa, and that the Board Secretary send a copy of the Board's Findings of Fact, Conclusions of Law, and Decision to the employee and the employee's representative.

The motion was passed on a roll call vote with votes recorded as follows:

AYES:

G. Garst	T. Nemmers	H. Ritland
M. Goodman	J. Risdal	D. Rowen
E. Leonard		

NAYS:

None

ABSTENTION:

R. Clark      W. Stover

It was moved by J. Risdal, seconded by M. Goodman, that the Board terminate the continuing contract of DON HOLLAND for the reasons stated in the Superintendent's letter to the above named employee, copies of which have been received and filed by the Board of Directors, in accordance with the provisions stated in Chapter 279.13, .15, and .16 of the current edition of the Code of Iowa, and that the Board Secretary send a copy of the Board's Findings of Fact, Conclusions of Law, and Decision to the employee and the employee's representative.

The motion was passed on a roll call vote with votes recorded as follows:

AYES:

G. Garst	T. Nemmers	H. Ritland
M. Goodman	J. Risdal	D. Rowen
E. Leonard		

NAYS:

None

ABSTENTION:

R. Clark      W. Stover

It was moved by R. Clark, seconded by H. Ritland, that the Board terminate the continuing contract of LAURENCE CLAUSON for the reasons stated in the Superintendent's letter to the above named employee, copies of which have been received and filed by the Board of Directors, in accordance with the provisions stated in Chapter 279.13, .15, and .16 of the current edition of the Code of Iowa, and that the Board Secretary send a copy of the Board's Findings of Fact, Conclusions of Law, and Decision to the employee and the employee's representative.

The motion was passed on a roll call vote with votes recorded as follows:

AYES:

R. Clark	E. Leonard	H. Ritland
G. Garst	T. Nemmers	D. Rowen
M. Goodman	J. Risdal	

NAYS:

None

ABSTENTION:

W. Stover

It was moved by G. Garst, seconded by R. Clark, that the Board terminate the continuing contract of DALE WAGNER for the reasons stated in the Superintendent's letter to the above named employee, copies of which have been received and filed by the Board of Directors, in accordance with the provisions stated in Chapter 279.13, .15, and .16 of the current edition of the Code of Iowa, and that the Board Secretary send a copy of the Board's Findings of Fact, Conclusions of Law, and Decision to the employee and the employee's representative.

The motion was passed on a roll call vote with votes recorded as follows:

AYES:

R. Clark	E. Leonard	H. Ritland
G. Garst	T. Nemmers	D. Rowen
M. Goodman	J. Risdal	

NAYS:

None

ABSTENTION:

W. Stover

It was moved by M. Goodman, seconded by T. Nemmers, that the Board terminate the continuing contract of LINDA HOUTS for the reasons stated in the Superintendent's letter to the above named employee, copies of which have been received and filed by the Board of Directors, in accordance with the provisions stated in Chapter 279.13, .15, and .16 of the current edition of the Code of Iowa, and that the Board Secretary send a copy of the Board's Findings of Fact, Conclusions of Law, and Decision to the employee and the employee's representative.

The motion was passed on a roll call vote with votes recorded as follows:

AYES:

R. Clark	E. Leonard	H. Ritland
G. Garst	T. Nemmers	D. Rowen
M. Goodman	J. Risdal	

NAYS:

None

ABSTENTION:

W. Stover

It was moved by R. Clark, seconded by H. Ritland, that the Board terminate the continuing contract of ROBERT JONES for the reasons stated in the Superintendent's letter to the above named employee, copies of which have been received and filed by the Board of Directors, in accordance with the provisions stated in Chapter 279.13, .15, and .16 of the current edition of the Code of Iowa, and that the Board Secretary send a copy of the Board's Findings of Fact, Conclusions of Law, and Decision to the employee and the employee's representative.

The motion was passed on a roll call vote with votes recorded as follows:

AYES:

R. Clark	E. Leonard	H. Ritland
G. Garst	J. Risdal	D. Rowen
M. Goodman		W. Stover

NAYS:

None

ABSTENTION:

T. Nemmers

It was moved by J. Risdal, seconded by H. Ritland, that the Board terminate the continuing contract of JOHN LIEPA for the reasons stated in the Superintendent's letter to the above named employee, copies of which have been received and filed by the Board of Directors, in accordance with the provisions stated in Chapter 279.13, .15, and .16 of the current edition of the Code of Iowa, and that the Board Secretary send a copy of the Board's Findings of Fact, Conclusions of Law, and Decision to the employee and the employee's representative.

The motion was passed on a roll call vote with votes recorded as follows:

AYES:

R. Clark	E. Leonard	H. Ritland
G. Garst	J. Risdal	D. Rowen
M. Goodman		W. Stover

NAYS:

None

ABSTENTION:

T. Nemmers



It was moved by M. Goodman, seconded by G. Garst, that the Board terminate the continuing contract of ROBERT GIRVAN for the reasons stated in the Superintendent's letter to the above named employee, copies of which have been received and filed by the Board of Directors, in accordance with the provisions stated in Chapter 279.13, .15, and .16 of the current edition of the Code of Iowa, and that the Board Secretary send a copy of the Board's Findings of Fact, Conclusions of Law, and Decision to the employee and the employee's representative.

The motion was passed on a roll call vote with votes recorded as follows:

AYES:

R. Clark	E. Leonard	H. Ritland
G. Garst	T. Nemmers	D. Rowen
M. Goodman	J. Risdal	

NAYS:

W. Stover

ABSTENTION:

None

CONTINUING  
CONTRACT  
DECISION

It was moved by G. Garst, seconded by T. Nemmers, that the Board not accept the Superintendent's recommendation on the termination of BRADLEY OSGOOD, a copy of said recommendation having been received and filed by the Board of Directors, and that the Board Secretary send a copy of the Findings of Fact, Conclusions of Law, and Decision to the employee and his representative.

The motion was passed on a roll call vote with votes recorded as follows:

AYES:

R. Clark	E. Leonard	H. Ritland
G. Garst	T. Nemmers	D. Rowen
M. Goodman	J. Risdal	

NAYS:

None

ABSTENTION:

W. Stover

TERMINATION  
OF  
CONTINUING  
CONTRACTS

It was moved by R. Clark, seconded by H. Ritland, that the Board terminate the continuing contract of JANE JINKINSON for the reasons stated in the Superintendent's letter to the above named employee, copies of which have been received and filed by the Board of Directors, in accordance with the provisions stated in Chapter 279.13, .15, and .16 of the current edition of the Code of Iowa, and that the Board Secretary send a copy of the Board's Findings of Fact, Conclusions of Law, and Decision to the employee and the employee's representative.

The motion was passed on a roll call vote with votes recorded as follows:

AYES:

R. Clark	E. Leonard	H. Ritland
G. Garst	T. Nemmers	D. Rowen
M. Goodman	J. Risdal	

NAYS:

None

ABSTENTION:

W. Stover

It was moved by H. Ritland, seconded by T. Nemmers, that the Board terminate the continuing contract of LEONE YOUNG for the reasons stated in the Superintendent's letter to the above named employee, copies of which have been received and filed by the Board of Directors, in accordance with the provisions stated in Chapter 279.13, .15, and .16 of the current edition of the Code of Iowa, and that the Board Secretary send a copy of the Board's Findings of Fact, Conclusions of Law, and Decision to the employee and the employee's representative.

The motion was passed on a roll call vote with votes recorded as follows:

AYES:

R. Clark	E. Leonard	H. Ritland
G. Garst	T. Nemmers	D. Rowen
M. Goodman	J. Risdal	

NAYS:

None

ABSTENTION:

W. Stover

It was noted by Board President Leonard that Abstentions recorded for Board members in the foregoing personnel motions were the result of the Board members' absence from a requested private hearing.

APPROVE PLANS &  
SPECIFICATIONS,  
RESURFACE LOT D,  
INSTALL CURBS &  
GUTTERS, MIS-  
CELLANEOUS  
PAVING

It was moved by W. Stover, seconded by D. Rowen, that the plans and specifications for resurfacing Parking Lot D, installation of curbs and gutters, and miscellaneous paving be approved.

The motion was passed unanimously. A copy of the plans and specifications is on file with the Board Secretary and is a part of these minutes.

BIDS FOR  
RESURFACING  
LOT D, ETC.

It was moved by T. Nemmers, seconded by R. Clark, that Friday, 26 June 1981, 2 p.m., Building 2, Room 15, be the date, time, and place for the receipt of bids for resurfacing Parking Lot D and other miscellaneous paving.

The motion was passed unanimously.

HEARING ESTAB-  
LISHED FOR  
RESURFACING  
LOT D, ETC.

It was moved by M. Goodman, seconded by D. Rowen, that Monday, 13 July 1981, 5:30 p.m., Building 2, Room 15, be the date, time, and place for the public hearing on the resurfacing of Parking Lot D and other miscellaneous paving.

The motion was passed unanimously.

PLANS/SPECIFICA-  
TIONS APPROVED  
STUDENT CON-  
STRUCTED HOUSE  
214 E. TODD  
TERRACE,  
CARROLL, IOWA

It was moved by J. Risdal, seconded by R. Clark, that the plans and specifications for the house to be constructed at 214 East Todd Terrace, Carroll, Iowa, by students in the Building Trades program be approved.

The motion was passed unanimously.

STUDENT ACTIVI-  
TIES BUDGET  
ANKENY/URBAN,  
APPROVED

It was moved by D. Rowen, seconded by T. Nemmers, that the student activities budget for 1981-'82 for the Ankeny/Urban Campus be approved.

The motion was passed unanimously. A copy of the budget is attached (Attachment #2) hereto and made a part of these minutes.

STUDENT ACTIVI-  
TIES BUDGET  
BOONE, APPROVED

It was moved by R. Clark, seconded by G. Garst, that the student activities budget for 1981-'82 for the Boone Campus be approved.

The motion was passed unanimously. A copy of the budget is attached (Attachment #3) hereto and made a part of these minutes.

BAD DEBT  
WRITE OFF

It was moved by D. Rowen, seconded by T. Nemmers, that bad debts be written off in an amount of \$1,707.24.

The motion was passed unanimously. A copy of the bad debt items is attached (Attachment #4) hereto and made a part of these minutes.

CONSIDERATION  
OF OFFERS TO  
BUY STUDENT  
CONSTRUCTED  
HOUSES

It was reported by the Board Secretary that no offers to buy either 1929 Joan Avenue, Carroll, Iowa or 1110 Southeast Reo, Ankeny, Iowa, had been received.

MILEAGE  
REIMBURSEMENT  
INCREASED

It was moved by D. Rowen, seconded by T. Nemmers, that the mileage reimbursement rate for Board members and employees be increased from 20¢ per mile to 22¢ per mile effective 1 July 1981, and from 22¢ per mile to 24¢ per mile effective 1 July 1982, as approved by the First Session of the 69th General Assembly, consistent with HF875, subject to the Governor's approval.

The motion was passed unanimously.

INCREASE  
LIABILITY  
INSURANCE  
CHARGE, HEALTH  
OCCUPATIONS  
STUDENTS

It was moved by R. Clark, seconded by W. Stover, that students in the health occupations be charged \$10 per year, beginning Fall Quarter, 1981, for liability insurance which protects the students in malpractice claims, instead of the current \$6 per year.

The motion was passed unanimously.

28E AGREEMENT  
WITH CARROLL  
PUBLIC SCHOOLS

It was moved by W. Stover, seconded by T. Nemmers, that the Board enter a 28E Agreement with the Carroll Public Schools for the purpose of operating a jointly administered auto service and building trades program for high school students for the year 1981-'82.

The motion was passed unanimously. A copy of the 28E Agreement is attached (Attachment #5) hereto and made a part of these minutes.

LEGISLATIVE  
PROGRAM, 1982

It was moved by D. Rowen, seconded by W. Stover, that the legislative program submitted by the Superintendent be adopted and forwarded to the Iowa Council of Area School Boards for their consideration.

The motion was passed unanimously on a roll call vote. A copy of the program is attached (Attachment #6) hereto and made a part of these minutes.

It was moved by D. Rowen, seconded by W. Stover, that the adopted legislative program be amended to include a directive "to encourage the Iowa Council of Area School Boards to work with the Iowa Higher Education Association so that both groups (ICASB and IHEA) go to the legislature with a common program."

The motion was passed unanimously.

It was moved by R. Clark, seconded by G. Garst, that the adopted legislative program be amended to include a directive "to change the name of each Merged Area School's governing body from 'Board of Directors' to 'Board of Trustees' and at the same time change the title of each elected member from 'Director' to 'Trustee'," and "to change the title of the Board's chief executive officer from 'Superintendent' to 'President'."

The motion was passed unanimously.

BOARD SECRETARY  
APPOINTED--  
IRV STEINBERG

It was moved by D. Rowen, seconded by R. Clark, that Irv Steinberg be appointed Board Secretary effective 9 June 1981.

The motion was passed unanimously. A copy of his bond is attached (Attachment #7) hereto and made a part of these minutes.

SUMMER MEETING  
TIME; 4:30 P.M.

It was moved by T. Nemmers, seconded by D. Rowen, that the time at which the regular Board meeting is convened be changed from 5:30 p.m. to 4:30 p.m. for the months of July and August of 1981.

The motion was passed with eight AYES and one NAY.

CLAIMS AND  
ACCOUNTS

It was moved by J. Risdal, seconded by D. Rowen, that the claims and accounts be approved as submitted.

The motion was passed unanimously. A copy of the claims and accounts is attached (Attachment #8) hereto and made a part of these minutes.

ADJOURNMENT

It was moved by W. Stover, seconded by J. Risdal, that the meeting be adjourned.

The motion was passed unanimously and Board President Leonard adjourned the meeting at 8:30 p.m.

*Theodore Nemmers*  
for ELDON LEONARD, President

*Charles Wright*  
CHARLES WRIGHT, Secretary

DES MOINES AREA COMMUNITY COLLEGE  
CASH POSITION REPORT

Attachment #1  
8 June 1981  
5 pages

May 31, 1981

	GENERAL, AGENCY, AUXILIARY, SCHOLARSHIP & LOAN FUNDS		SPECIAL PLANT FUND	SINKING VOTED TAX FUND
	<u>ANKENY NATIONAL</u>		<u>BANKERS TRUST</u>	
<u>CASH IN BANK - CHECKING: (A)</u>				
Bal. Fwd. May 1, 1981	\$ (583,695)		\$ 49,822	
Plus Receipts - May	3,923,060		962,118	
Less Disbursements - May	<u>3,336,050</u>		<u>892,901</u>	
Cash in Bank May 31, 1981	3,315		119,039	
<u>INVESTMENTS:</u>				
<u>SAVINGS ACCOUNTS:</u>				
Sinking Fund				\$ 8,191
<u>CD'S/REPURCHASE AGREEMENTS:</u>				
15% due 6-4-81	150,000			
17% due 6-30-81	300,000			
17% due 6-11-81	200,000			
14.5% due 9-7-81	(B) 105,000			
Various 3 year loan			3,223,400	
7.25% due 10-15-81 (5 year loan)			80,000	
8.00% due 12-15-81				677,500
14.25% due 6-30-81			205,000	
11.75% due 6-30-81				280,000
13.50% due 6-30-81				464,000
14.75% due 6-30-81				216,000
Repurchase agreement				<u>75,000</u>
TOTAL CD'S/Repurchase Agreements	<u>755,000</u>		<u>3,508,400</u>	<u>1,712,500</u>
TOTAL CASH & INVESTMENTS	\$ <u>758,315</u>		\$ <u>3,627,439</u>	\$ <u>1,720,691</u> (C)

Footnotes:

- (A) All checking accounts have been converted to "NOW" accounts-or interest bearing checking accounts paying 5 $\frac{1}{4}$ % interest.
- (B) CD for \$105,000 includes following investments:  
Student Activities \$38,600  
Student Union \$41,100  
Eugene Young Loan Fund \$25,300
- (C) Loan payment from Sinking Fund due June 30, 1981, of \$1,560,467.  
Excess amount of \$160,223 will be transferred to Special Plant prior to 6-30-81.
- (D) All amounts shown are rounded to nearest dollar.

DES MOINES AREA COMMUNITY COLLEGE

BUDGET BALANCE REPORT

MAY 31, 1981

	<u>WORKING BUDGET</u>	<u>AMOUNT ENCUMBERED</u>	<u>AMOUNT EXPENDED OR RECEIVED</u>	<u>WORKING BUDGET BALANCE</u>
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GENERAL FUND DISBURSEMENTS:

GENERAL FUND CURRENT

Arts & Science	\$ 2,239,073	\$ 2,032	\$ 1,837,364	\$ 399,677
Career Education	5,245,771	59,935	4,432,475	753,361
Career Development Center	190,282	558	169,384	20,340
Adult Education	1,971,473	6,049	1,686,542	278,882
Instructional Admin.	313,308	36	273,195	40,077
General Admin.	673,638	1,344	555,608	116,686
Student Services	1,443,683	1,254	1,339,645	102,784
Learning Resources	540,892	930	471,846	68,116
Physical Plant	1,633,961	57,456	1,350,386	226,119
General Institution	<u>1,250,976</u>	<u>54,815</u>	<u>1,188,046</u>	<u>8,115</u>
Sub Total	15,503,057	184,409	13,304,491	2,014,157

RESTRICTED CURRENT FUND:

**Alcohol Fuel Grant	5,628		4,852	776
Homemaker Health Aids-DPI	3,885		3,885	-0-
DPI - ESL	87,907		88,300	(393)
**DPI - ESL #2	97,227	198	19,721	77,308
**ESL - Hmong	4,000	92	512	3,396
**Homemaker Health Aids-HEW	20,130		6,293	13,837
Homemaker Health Aids-DIP Ext.	3,526		1,410	2,116
Title I Labor Counsel	2,559		2,559	-0-
**Nursing Capitation FY 81	25,103		1,667	23,436
Nursing Capitation FY 80	11,288	575	7,784	2,929
Social Service Training	33,066		21,178	11,888
Construction Acquaintance	26,593		22,736	3,857
Computer Basic Skills	3,000		279	2,721
IPA Report Writing & Eval.	6,183		6,087	96
Teacher Aids	12,017		12,325	(308)
Comp. Voc. Devel. Program	45,000		31,417	13,583
**Data Proc.-A State Plan	12,000		6,145	5,855
**DPI Software Proj. - NCES	45,586	140	15,744	29,702
Diesel Tractor Research	55,057		32,588	22,469
Woodward Grant	1,660		1,660	-0-
Mitchellville SN Proj.	18,025		16,308	1,717
Indo China Project	5,602		5,602	-0-
Construction Acquaintance	33,325		7,252	26,073
PSE Funded	90,149		42,761	47,388
CETA Class Size	<u>361,565</u>		<u>282,672</u>	<u>78,893</u>
Sub Total	\$ <u>1,010,081</u>	\$ <u>1,005</u>	\$ <u>641,737</u>	\$ <u>367,339</u>
*TOTAL GENERAL FUND DISB.	16,513,138	185,414	13,946,228	2,381,496
Budget Deobligation	<u>159,212</u>			<u>159,212</u>
GRAND TOTAL GEN. FUND DISB.	<u>\$16,672,350</u>	<u>\$185,414</u>	<u>\$13,946,228</u>	<u>\$2,540,708</u>

GENERAL FUND REVENUE:

General Fund Current	\$15,213,164		\$14,239,525	973,639
Restricted Current Fund	<u>1,010,081</u>		<u>476,432</u>	<u>533,649</u>
Sub Total	16,223,245		14,715,957	1,507,288
Fund Balance Revenue	<u>289,893</u>		<u>289,893</u>	<u>-0-</u>
GRAND TOTAL GEN. FUND REV.	<u>\$16,513,138</u>		<u>\$15,005,850</u>	<u>\$1,507,288</u>
*PLANT FUND DISBURSEMENTS	<u>6,048,927</u>		<u>5,014,540</u>	<u>1,034,387</u>
PLANT FUND REVENUE:	3,017,520		2,580,976	436,544

\*Published Budget - Gen. Fund \$16,388,700 Plant Fund \$6,048,927

\*\*Funded Projects which extend beyond 6-30-81.

GENERAL FUND  
DETAIL OF REVENUE

May 31, 1981

General Fund Revenue	<u>Working Budget</u>	<u>Amount Received</u>	<u>Budget Balance</u>
<u>Tuition &amp; Fees:</u>			
Student Fees	\$ 398,055	\$ 429,029	\$ (30,974)
Tuition			
Arts & Science	1,413,364	1,333,114	80,250
Career Education	1,436,761	1,397,846	38,915
Adult Ed (Includes Leisure Classes)	564,473	498,109	66,364
Secondary	82,410	82,410	-0-
<u>Local Support:</u>			
Property Taxes-Operation	1,971,442	1,901,514	69,928
Property Taxes-Unemployment	36,377	38,091	(1,714)
Property Taxes-Tort Liability	32,236	31,368	868
<u>State Support:</u>			
General Aid	6,914,837	6,914,837	-0-
Vocational Aid	1,221,221	1,102,062	119,159
Equipment Replacement	304,092	179,695	124,397
<u>Federal Support:</u>			
Title II - Library	3,800		3,800
Vocational Aid	330,180		330,180
Workstudy	73,962		73,962
Special Needs-CEC	124,056	62,066	61,990
Special Needs-Coord.	15,000	7,500	7,500
ABE	132,283	132,283	-0-
Other	9,451	3,861	5,590
Total "2" Fund	1,010,081	476,433	533,648
<u>Sales &amp; Services:</u>			
Rental of Facilities	23,000	22,535	465
<u>Other Income:</u>			
Interest	30,000	28,191	1,809
Assessments	7,100	5,960	1,140
Miscellaneous	9,550	6,568	2,982
Sale of Fixed Assets	75,000	57,971	17,029
Transfer from Deferred Income	4,514	4,514	-0-
GRAND TOTAL	<u>\$16,223,245</u>	<u>\$14,715,957</u>	<u>\$1,507,288</u>



DES MOINES AREA COMMUNITY COLLEGE  
 GENERAL FUND INTERIM BALANCE SHEET  
 May 31, 1981

-----ASSETS-----

Code

CASH & INVESTMENTS

101 Cash in Bank - Checking	\$	(582,731)	
102 Petty Cash - Ankeny Change Fund		1,780	
103 Petty Cash - Boone Checking		7,512	
119 Cash in Bank - Payroll		10,000	
120 Returned Checks		3,773	
122 Petty Cash - Change Funds		6,235	
125 Cash Over or Short		1,497	
130 Certificates of Deposit		<u>650,130</u>	
TOTAL CASH & INVESTMENTS			\$ 98,196

ACCOUNTS RECEIVABLE

145 Due from Federal		(20,774)	
146 Due from Others		196,694	
148 Financial Aids Receivables		813,129	
Budget FY 81 - Revenue	\$16,223,245		
Less Amount Received	<u>14,715,957</u>		
Balance to Receive		<u>1,507,288</u>	
TOTAL ACCOUNTS RECEIVABLE			2,496,337

INVENTORIES/STUDENT HOUSES

161 Expendable Supplies		36,691	
162 Auto Parts		20,686	
169 Student Houses & Lots		<u>273,718</u>	
TOTAL INVENTORIES/HOUSES			<u>331,095</u>
TOTAL ASSETS			<u>\$2,925,628</u>

DES MOINES AREA COMMUNITY COLLEGE  
GENERAL FUND INTERIM BALANCE SHEET

May 31, 1981

-- LIABILITIES & FUND BALANCE --

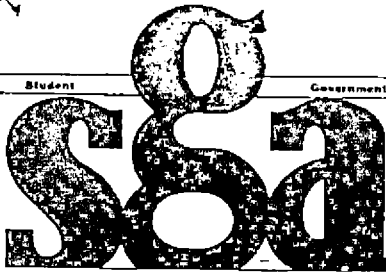
CURRENT LIABILITIES

201/203	Accounts Payable	\$ 28,245	
	Budget Expenditures FY 81	\$16,513,138	
	Less Expended to Date	<u>13,946,228</u>	
	Balance to be expended	2,566,910	
	TOTAL ACCOUNTS PAYABLE		\$2,595,155
271	Deferred Income		<u>70,157</u>
	TOTAL LIABILITIES		\$2,665,312

FUND BALANCE

311	Unrestricted		
	Balance Forward 7-1-80	482,673	
	FY 81 Budget Expenditures	16,513,138	
	Less FY 81 Budget Revenue	<u>16,223,245</u>	
	Net Expenses over Rev.	(289,893)	
	Projected Fund Balance 6-30-81		192,780
314	Restricted for Unemployment Compensation		<u>67,536</u>
	TOTAL FUND BALANCE		260,316
	TOTAL LIABILITIES & FUND BALANCE		<u>\$2,925,628</u>

Ankeny/Urban



Des Moines Area Community College  
2006 South Ankeny Boulevard Ankeny, Iowa 564-6338

DATE: June 8, 1981

TO: Board of Directors

FROM: Phil Cooper, Vice President of Monetary  
Affairs, Student Government Association

RE: 1981-1982 Student Activities Budget

The Monetary Affairs Committee of the Student Government Association began the 1981-1982 budget process in December of 1980. They established a time table for funding requests and approvals. A memo and budget request forms were sent to all clubs, instructors and administrators in December. The following deadlines were also posted on bulletin boards and printed in the Campus Chronicle.

Written funding requests due	January 26, 1981
Mandatory Budget Hearings	
Begin (Pre-arranged)	February 23, 1981
To SGA for approval	March 25, 1981
To College Council for	
Approval	April 15, 1981
To Board of Directors for	
Approval	May 11, 1981
Implementation	July 1, 1981

The mandatory budget hearings began on February 26, 1981. Each of the thirty-two groups or individuals requesting money were allotted twenty minutes to explain their request. The hearings were completed on March 16, 1981.

The monetary affairs committee then met to establish a 1981-1982 budget that would benefit and serve the needs of the majority of the DMACC students. The decisions were not easy ones.

Both the 1981-1982 budget and the 1980-1981 budget are attached. As you can see the total activities budget was increased from \$89,000 to \$94,000 based on the headcount totals of this year.

Memo-Board of Directors  
page 2

Several new areas (radio station and alumni) were added to the 1981-82 budget and recreational equipment was deleted from it.

Also attached is a list of each budget area which will give you an overview and a basis of comparison between the two budgets.

The 1981-1982 budget was approved at a special SGA meeting on April 13, 1981 and the College Council approved it on May 22, 1981.

If you have any questions, you can contact me in the Student Affairs Office (964-6332). I will also be available to answer your questions at the board meeting.

STUDENT GOVERNMENT ASSOCIATION BUDGET

	<u>Budget</u> <u>1980-81</u>	<u>Budget</u> <u>1981-82</u>	<u>Increase/</u> <u>Decrease</u>	<u>%</u>
Intramurals	6000	5000	-1000	-17%
Dances	3500	3500	-0-	-0-
Ticket Sales	4000	4000	-0-	-0-
Student Projects	8000	9000	+1000	+13%
Ed Programs	8750	8800	+ 50	+ .5%
Includes: Lectures	(6500)	(6000)	- 500	- 8%
Video	(1250)	(1000)	- 250	-20%
Class Education	(1000)	(1800)	+ 800	+80%
Concerts	10000	8500	-1500	-15%
Special Emphasis	1800	1800	-0-	-0-
Conference Travel	4500	4800	+ 300	+ 7%
Day Care	3000	2400	- 600	-20%
Student Center	2200	2400	+ 200	+10%
Chapus Chronicle	6900	7500	+ 600	+ 9%
Film Series	2700	2700	-0-	-0-
Radio Station	(New)	4300	+4300	+100%
Alumni	(New)	1500	+1500	+100%
Publication & Office Supply	2000	2000	-0-	-0-
Student Government	3000	3200	+ 200	+ 7%
Lobbying	500	300	- 200	-40%
Urban Campus	4100	5200	+1100	+27%
Leadership	2000	1500	- 500	-25%
Clubs	4200	6000	+1800	+43%
Club Travel	7500	6800	- 700	-10%
Contingency	2450	2100	- 350	-15%
Creative Writing	700	700	-0-	-0-
	<u>89000</u>	<u>94000</u>	<u>+5000</u>	<u>+ 6%</u>
TOTAL				

# STUDENT GOVERNMENT ASSOCIATION BUDGET

Ankeny/Urban Campuses  
1981-82

The Student Government Association Budget Committee has developed the following budget for the fiscal year July 1, 1981 to June 30, 1982. The following budget is based on full-time activity fee at \$7.50 per quarter and part-time activity fee at 60¢ per credit hour.

Funds remaining in the Student Activity Account on June 30, 1982 will be carried over to be used for the benefit of the students and the campus community, i.e. new student center, special programs, general campus improvements, etc. An amendment to the 1981-82 budget will be made at such time as the balance of 1980-81 carry-over is known and projects and needs identified.

Student Activities income is based on projected enrollment for fiscal year 1981-82. If enrollment does not reach expected levels, income will be proportionately less. Student Government traditionally revises the yearly budget at the beginning of spring quarter to make allowances for lack of, or increase in enrollment.

Intramurals	\$5,000.00
Dances	3,500.00
Ticket Sales	4,000.00
Student Projects	9,000.00
Educational Programs	8,800.00
Concerts	8,500.00
Special Emphasis	1,800.00
Conference Travel	4,800.00
*Day Care Center	2,400.00
Student Center	2,400.00
*Campus Chronicle	7,500.00
*Films	2,700.00
Radio Station	4,300.00
Alumni	1,500.00
Creative Writing	700.00
Publication/Supply	2,000.00
Student Government	3,200.00
Lobbying	300.00
*Urban Campus	5,200.00
Leadership	1,500.00
Clubs	6,000.00
National Contest	6,800.00
Contingency	2,100.00
	\$94,000.00

\* These accounts cannot be deleted or changed unless projections of anticipated 1981-82 income are not realized. At such a time all allocations will be reduced on a percentage basis.

### Projected Income

10,500 full time students @ \$7.50	=	\$78,750.00
5,648 part time students @ \$7.50	=	\$42,249.80
		\$94,000.00

## EXPLANATION OF ACCOUNTS

CLUBS: Each club approved by the Student Government Association is provided an annual grant from the student activity fee up to \$150.00. This allotment is dependant on when the club's request is made. The allotment reduces \$50 per quarter according to the program making the request. Additional funds are available for club projects from the Student Projects account if proper application procedures are followed. A memo will have to be submitted to the Monetary Affairs Committee by each club to be considered for the yearly allocation. The following information must be submitted: (a) anticipated club expenditures, (b) previous year's club expenditures, (c) general list of planned fund-raising activities. Failure to do so will be taken into consideration on allocation of grants.

INTRAMURALS: This money will be used to fund the purchase of equipment for intramural sports, rental of facilities such as gymnasiums and paying referee salaries.

CONCERTS: This money will be used to hire talent, rent facilities when needed, pay for security-police when needed, rent sound systems when needed, pay for promotional expenses such as posters, radio and television advertisements, pay for services needed in regard to equipment, purchase food and/or drink when needed and other expenses.

DANCES: This money will be used to hire talent, rent facilities, pay for security, rent sound systems when needed, pay for promotional expenses, facility rental if and when needed and other costs. The funds are used to pay for the services needed, to purchase food and drink when needed and other items.

TICKET SALES: This money will be used as a subsidy for discount tickets sold out of the Student Activities Office to students. According to our policy, sports events, musical events and movie-theatre and activities entitle students to a 25% discount.

NEWSPAPER: These funds will be used to fund the operation of the student newspaper. Expenses include printing, typesetting, salaries, supplies and equipment. The requirements for this grant will include having a reporter at every Student Government meeting. Money will be allocated quarterly. The Campus Chronicle should make an all out effort to collect all outstanding advertising which should help the newspaper to become more self-sufficient.

STUDENT PROJECTS: The funds available in this account will be used for miscellaneous projects decided upon by students. Examples of these projects could be ice cream socials, community projects, barbeques, two pig roasts or other.

DAY CARE CENTER: This fund will serve as a grant to the Day Care Center to be used for educational equipment, food, furniture and other items. This grant will enable students who have paid activity fees to receive a discount on the fees charged by the Day Care Center. A quarterly financial report will be required, including the total number of children served and the total number of student's children served. At least 75% of the children served by the Day Care Center must be children of currently enrolled students to remain eligible to receive the quarterly funding. If 75% cannot be reached the Monetary Affairs Committee of the Student Government Association will be notified, and the \$600 per quarter allotment will be cut back to \$425 per quarter as long as 50% of the children are children of DMACC students. If the percentage drops below 50% all funding will be discontinued.

EDUCATIONAL PROGRAMS: This account will have three divisions: (1) Lectures. \$6,000.00 will be used to hire lecturers to bring to campus to speak on various issues. The funds will also be used for promotional costs; (2) Video. \$1,000.00 will be used to rent video tape television, educational and entertainment programs. These will be obtained on a weekly basis and serve as student center programming; (3) Class Education. \$1,800.00 will be used by faculty to request money for a program of educational value. To receive funds, the program must serve an educational purpose consistent with a departmental area. The allocation of funds will be determined by the Monetary Affairs Committee.

STUDENT CENTER: The funds will be used towards the maintenance of the copy machine. It will be used for supplies, lease/rental, and general maintenance.

LOBBYING COMMITTEE: To be used for publicity, phone, travel and related legislative expenses.

PUBLICATIONS/OFFICE SUPPLIES: Will go for expense of publications and purchase of office supplies for student government activities.

STUDENT GOVERNMENT FUNDS: This account will be used for costs related to the operation of Student Government, meals costs for Student Government dinner meetings, special awards to Student Government persons, salaries for Student Government secretary, and travel costs for Student Government Officers. \$200 will be set aside to be used for supplies, equipment, and expenses of the SGA Photographer. Another \$200.00 will be used by the Intercampus Communication Committee for the implementation of a club bulletin board contest.

CONTINGENCY: These funds will be used for emergency use to cover expenses for projects which arise that are additional expenses and not budgeted for in standard accounts.

FILM SERIES: This money will be used to present a series of films each quarter selected by the Student Life Committee with final approval by the Student Government Association for use in cooperation with faculty. A series will be offered fall, winter, and spring quarters.

LEADERSHIP PROGRAM: This money will be used for weekend conferences directed by Student Activities. The conferences will include 25-30 students, and will provide lodging, food, transportation, supplies, promotion, scholarship and consultants.

CLUB TRAVEL: This fund is an allocation for DMACC Ankeny students attending national skill contests and ACT conference. The fund will be divided equally to all students attending national skill contests and the ACT conference according to an estimate of the previous three years number of participants. Examples of contests are VICA, DECA, OEA or other nationally affiliated clubs that sponsor national skill contests.

URBAN CAMPUS: This account is established for the Urban Campus Activities Council to plan a program of extra-curricular activities at the Urban Campus. Funds will be transferred into that account on a quarterly basis, with the student committee and administrative staff at the Urban Campus responsible for administrating and accounting for the funds. Increases or decreases in enrollment at the Urban Campus will adjust this budget accordingly.



SPECIAL EMPHASIS WEEK: These funds will be used for speaker honorariums, musical groups, posters, and other promotional expenses, films, video for the three awareness weeks, i.e. Handicapped Awareness Week, Black Awareness Week and Pan American Week.

CONFERENCE TRAVEL: The account will provide money for delegates to attend national conferences which relate to functions of Student Government. The total amount shall be divided as follows: \$1,100.00 for the National Entertainment and Campus Activities Association Regional Conference; \$3,350.00 for the National Entertainment and Campus Activities Association National Conference; and \$250.00 (for students only) for the Statewide Leadership Conference. If the SGA decides to send more students, fund-raising activities may be planned to raise more money.

ALUMNI: This account will be used by the Alumni Association to help fund mailings, supplies, meetings, & etc. The \$1,500.00 will be transferred when the SGA decides that the Alumni Association has made progress according to the standards established.

RADIO STATION: These funds will be used to fund the operation of the campus radio station.

CREATIVE WRITING: This account will be used for scholarships to the winners of the annual Creative Writing Contest sponsored by the Arts and Science Department and the Student Government Association.

Expenditures of Student Government funds will be monitored by the Monetary Affairs Committee and must follow the procedure outlined in the DMACC Business Procedure #B374, III-2 and the procedure established by the Payment of Claims currently approved by the Student Government Association.

#### ADDENDUM

The enrollment projections for the 1981-82 fiscal year were based on enrollment figures of 1980. These figures were obtained through the Vice President of Student Life, Leonard Bengtson.

The Urban Campus projected income was figured in the following way:

10,090 total credit hours/Urban Campus ÷

184,949 total credit hours/DMACC = .0545 X

\$94,000 = \$5,123.00

STUDENT GOVERNMENT ASSOCIATION BUDGET

Ankeny/Urban Campuses  
1980-81

The Student Government Association Budget Committee has developed the following budget for the fiscal year July 1, 1980 to June 30, 1981. The following budget is based on full-time activity fee at \$7.50 per quarter and part-time activity fee at 60¢ per credit hour.

Funds remaining in the Student Activity Account on June 30, 1981 will be carried over to be used for the benefit of the students and the campus community, i.e. new student center, special programs, general campus improvements, etc. An amendment to the 1980-81 budget will be made at such time as the balance of 1979-80 carry-over is known and projects and needs identified.

Student Activities income is based on projected enrollment for fiscal year 1980-81. If enrollment does not reach expected levels, income will be proportionately less. Student Government traditionally revises the yearly budget at the beginning of spring quarter to make allowances for lack of, or increase in enrollment.

<u>ACCOUNT</u>	<u>ALLOCATION</u>
* Clubs	\$4,200.00
Intramurals	\$6,000.00
Concerts	\$10,000.00
Dances	\$3,500.00
Ticket Sales	\$4,000.00
Conference Travel	\$4,500.00
Student Projects	\$8,000.00
Educational Programs	\$8,750.00
Lobbying	\$ 500.00
Publications & Office Supply	\$2,000.00
Student Government	\$3,000.00
Leadership	\$2,000.00
* Film Series	\$2,700.00
Recreational Equipment	\$1,200.00
* Student Newspaper	\$6,900.00
* Day Care	\$3,000.00
Student Center	\$2,200.00
* Club Travel	\$7,500.00
* Urban Campus	\$4,100.00
Special Emphasis	\$1,800.00
Contingency	\$2,450.00
* Creative Writing	\$ 700.00
TOTAL	\$89,000.00

\* These accounts cannot be deleted or changed unless projections of anticipated 1980-81 income are not realized. At such a time all allocations will be reduced on a percentage basis.

Projected Income (Based on 4% increase in credit programs, 1980-81)

9864 full time students @ \$7.50	=	\$73,980.00
5563 part time students @ \$2.70	=	15,020.00
TOTAL		\$89,000.00

## EXPLANATION OF ACCOUNTS

CLUBS: Each club approved by the Student Government Association is provided an annual grant from the student activity fee up to \$150. This allotment is dependant on when the club's request is made. The allotment reduces \$50 per quarter according to the program making the request. Additional funds are available for club projects from the Student Projects account if proper application procedures are followed. A memo will have to be submitted to the Monetary Affairs Committee by each club to be considered for the yearly allocation. The following information must be submitted: (a) anticipated club expenditures, (b) previous year's club expenditures, (c) general list of planned fund-raising activities. Failure to do so will be taken into consideration on allocation of grants.

INTRAMURALS: This money will be used to fund the purchase of equipment for intramural sports, rental of facilities such as gymnasiums and paying referee salaries.

CONCERTS: This money will be used to hire talent, rent facilities when needed, pay for security-police when needed, rent sound systems when needed, pay for promotional expenses such as posters, radio and television advertisements, pay for services needed in regard to equipment, purchase food and/or drink when needed and other expenses.

DANCES: This money will be used to hire talent, rent facilities, pay for security, rent sound systems when needed, pay for promotional expenses, facility rental if and when needed and other costs. The funds are used to pay for the services needed, to purchase food and drink when needed and other items.

TICKET SALES: This money will be used as a subsidy for discount tickets sold out of the Student Activities Office to students. According to our policy, sports events, musical events and movie-theatre and activities entitle students to a 25% discount.

NEWSPAPER: These funds will be used to fund the operation of the student newspaper. Expenses include printing, typesetting, salaries, supplies and equipment. The requirements for this grant will include having a reporter at every Student Government meeting. Money will be allocated quarterly.

STUDENT PROJECTS: The funds available in this account will be used for miscellaneous projects decided upon by students. Examples of these projects could be ice cream socials, community projects, barbeques or other.

DAY CARE CENTER: This fund will serve as a grant to the Day Care Center to be used for educational equipment, food, furniture and other items. This grant will enable students who have paid activity fees to receive a discount on the fees charged by the Day Care Center. A quarterly financial report will be required, including the total number of children served and the total number of student's children served. At least 75% of the children served by the Day Care Center must be children of currently enrolled students to remain eligible to receive the quarterly funding. If the 75% cannot be reached the Monetary Affairs Committee of the Student Government Association will be notified, and the \$750 per quarter allotment will be cut back to \$625 per quarter as long as 50% of the children are children of DMACC students. If the percentage drops below 50% all funding will be discontinued.

EDUCATIONAL PROGRAMS: This account will have three divisions: (1) Lectures. \$6,500.00 will be used to hire lecturers to bring to campus to speak on various issues. The funds will also be used for promotional costs: (2) Video. \$1,250.00 will be used to rent video tape television, educational and entertainment programs. These will be obtained on a weekly basis and serve as student center programming: (3) Class Education. \$1,000.00 will be used by faculty to request money for a program of educational value. To receive funds, the program must serve an educational purpose consistent with a departmental area. The allocation of funds will be determined by the Monetary Affairs Committee.

STUDENT CENTER: The funds will be used towards improving of developing indoor on-campus recreation facilities, purchasing needed equipment, such as new pool tables and other equipment, and as an account for future projects. Also, for the upkeep and maintenance for the Student Government office and present student lounges.

LOBBYING COMMITTEE: To be used for publicity, phone, travel and related legislative expenses.

PUBLICATIONS/OFFICE SUPPLIES: Will go for expense of publications and purchase of office supplies for student government activities.

STUDENT GOVERNMENT FUNDS: This account will be used for costs related to the operation of Student Government; meals costs for Student Government dinner meetings, special awards to Student Government persons, salaries for Student Government secretary, and travel costs for Student Government officers.

CONTINGENCY: These funds will be used for emergency use to cover expenses for projects which arise that are additional expenses and not budgeted for in standard accounts.

FILM SERIES: This money will be used to present a series of films each quarter selected by the Student Life Committee with final approval by the Student Government Association for use in cooperation with faculty. \$900 has been allocated for the winter quarter course "film and history". The remainder (\$1,800) is for use by the "film analysis" class during the fall qtr., and the "film genre" class during spring quarter.

LEADERSHIP PROGRAM: This money will be used for weekend conferences directed by Student Activities. The conferences will include 25-30 students, and will provide lodging, food, transportation, supplies, promotion, scholarship and consultants.

CONFERENCE TRAVEL: The account will provide money for delegates to attend national conferences which relate to functions of Student Government, i.e. National Entertainment and Campus Activities Conference; American Student Association.

RECREATIONAL EQUIPMENT: This fund will be used to purchase additional outdoor recreational facilities or equipment, such as, softball diamonds, tennis courts, horseshoe pitching, outdoor picnic/lounge type equipment.

CLUB TRAVEL: This fund is an allocation for DMACC Ankeny students attending national skill contests and ACT conference. The fund will be divided equally to all students attending national skill contests and the ACT conference according to an estimate of the previous three years number of participants. Examples of contests are VICA, DECA, OEA or other nationally affiliated clubs that sponsor national skill contests.

URBAN CAMPUS: This account is established for the Urban Campus Activities Council to plan a program of extra-curricular activities at the Urban Campus. Funds will be transferred into that account on a quarterly basis, with the student committee and administrative staff at the Urban Campus responsible for administering and accounting for the funds. Increases or decreases in enrollment at the Urban Campus will adjust this budget accordingly.

SPECIAL EMPHASIS WEEK: These funds will be used for speaker honorariums, musical groups, posters, and other promotional expenses, films, video for the three awareness weeks, i.e. Handicapped Awareness Week, Black Awareness Week and Pan American Week.

CREATIVE WRITING: This account will be used for three scholarships, publicity, certificates and an awards luncheon for the annual Creative Writing Contest.

Expenditures of all Student Government funds will be monitored by the Monetary Affairs Committee and must follow the procedure outlined in the DMACC Business Procedure #B374, III-2 and the procedure established by the Payment of Claims currently approved by the Student Government Association.

ADDENDUM

The enrollment projections for the 1980-81 fiscal year were based on an analysis done by the Vice President of Student Life, Leonard Bengtson. His recommended projection for 1980-81 enrollment is 4%.

The Urban Campus projected income was figured in the following way:

209 Full Time Students @ \$7.50 per quarter =	\$1,567.50
871 Part Time Students @ \$2.70 per quarter =	<u>\$2,351.70</u>
TOTAL	\$3,919.20

$\$3,919.20 + 4\% \text{ increase } (\$156.77) = \$4,075.97$

STUDENT ACTIVITIES  
Statement of Receipts and Allocations  
of Student Activities Feed  
April 30, 1981

Unallocated Balance Forward			\$31,232.20
Includes:			
+Summer Quarter Activity Fee	\$13,300.85		
+1979-80 Carry-over	14,431.35		
+Encumbered for Equipment	1,500.00		
+Student Center Transfer	2,000.00		
Receipts July 1, 1980 to April 30, 1981			<u>\$81,237.26</u>
Total Funds Available			\$112,469.46
Allocations:			
Printing & Reproduction	\$ 172.00		
Services	15,689.93		
Travel	120.61		
Clubs	5,750.00		
Campus Chronicle	6,900.00		
Day Care	3,000.00		
Student Union	2,200.00		
Urban	4,100.00		
Early Withdrawal Penalty	1,609.30		
Equipment	428.71		
	<u>\$39,970.55</u>		<u>\$39,970.55</u>
Cash Balance			\$72,498.91
Budgeted Allocation	\$89,000.00		
Less Transfer	39,970.55		
	<u>\$49,029.45</u>		<u>\$49,029.45</u>
Balance Unallocated			\$23,469.46

+Refer to June 10, 1980 End of Year Financial Statement

\* \* \* \* \*

	Balance <u>7-1-80</u>		Balance <u>4-30-81</u>
6 month CD note	\$60,000.00		\$59,700.00
Includes:			
Student Union Investment	\$21,100.00		
Student Activities Investment	\$38,600.00		

STUDENT ACTIVITIES  
Financial Statement

1980-81

	<u>Budget</u>	<u>Expenses</u>	<u>Balance</u>	<u>Income</u>	<u>Adjusted Balance</u>	<u>Other Expense Since 4/30</u>	<u>Other Income Since 4/30</u>	<u>Balance</u>	<u>Planned Commitment</u>
Intramurals	\$6000.00	\$ 4070.01	\$1929.99	\$ 47.25	\$1977.24	\$ 20.00	\$	\$1957.24	\$ 665.00
Services	2700.00	1266.00	1434.00	47.25	1481.25			1481.25	400.00
Materials & Supplies	2800.00	2726.08	73.92		73.92			73.92	
Travel	100.00	69.76	30.24		30.24	20.00		10.24	
Office Equipment	300.00	----	300.00		300.00			300.00	
Vehicle Use	100.00	8.17	91.83		91.88			91.83	
Concerts	\$10000.00	9010.82	989.18		989.18	263.45		725.73	32.40
Services	9800.00	8756.60	1043.40		1043.40	255.85		787.55	
Materials & Supplies	100.00	232.08	- 132.08		- 132.08			- 132.08	
Travel	50.00	3.20	46.80		46.80			46.80	
Vehicle Use	50.00	18.94	31.06		31.06	7.60		23.46	
Dances	\$3500.00	3218.51	281.49		281.49	7.78		273.71	
Services	2800.00	2297.00	503.00		503.00			503.00	
Materials & Supplies	600.00	869.31	- 269.31		- 269.31	7.78		- 277.09	
Travel	50.00	51.60	- 1.60		- 1.60			- 1.60	
Vehicle Use	50.00	----	50.00		50.00			50.00	
Printing		.60	- .60		- .60			- .60	
Ticket Sales	\$4000.00	13775.48	-9775.48	11085.90	1310.42	273.00	1054.30	2091.72	1180.25
Purchase for Resale	3870.00	13735.80	-9865.80	11085.90	1220.10	273.00	1054.30	2001.40	
Vehicle Use	80.00	10.08	69.92		69.92			69.92	
Travel	50.00	29.60	20.40		20.40			20.40	
Conference Travel	\$4500.00	3988.66	511.34		511.34	30.00		481.34	
Out of State	4400.00	3401.22	998.79		998.79	30.00		968.79	
In State	100.00	43.54	56.46		56.46			56.46	
Vehicle		543.90	- 543.90		- 543.90			- 543.90	



Financial Statement  
Page 2

	<u>Budget</u>	<u>Expenses</u>	<u>Balance</u>	<u>Income</u>	<u>Adjusted Balance</u>	<u>Other Expense Since 4/30</u>	<u>Other Income Since 4/30</u>	<u>Balance</u>	<u>Planned Commitment</u>
Student Projects	\$9600.00	\$9324.97	\$ 275.03	\$1369.13	\$1644.16	\$1727.71	\$485.70	\$ 402.15	\$142.75
Materials & Supplies	9500.00	9223.47	276.53	1369.13	1645.66	1727.71	485.70	403.65	
Travel	50.00	40.00	10.00		10.00			10.00	
Vehicle Use	50.00	-----	50.00		50.00			50.00	
Word Processing		61.50	- 61.50		- 61.50			- 61.50	
Educational Programs	\$8050.00	6068.99	1981.01		1981.01	160.06		1820.95	
Lectures	6250.00	4438.24	1811.76		1811.76	1.70		1810.06	522.58
Video Tape	750.00	563.00	187.00		187.00			187.00	
Class Education	1000.00	1067.75	- 67.75		- 67.75	150.00		- 217.75	
Travel	50.00	-----	50.00		50.00			50.00	
Vehicle Use		-----				8.36		- 8.36	
Lobbying	\$500.00	423.06	76.94		76.94			76.94	
Services	300.00	386.00	- 86.00		- 86.00			- 86.00	
Materials & Supplies	150.00	14.26	135.74		135.74			135.74	
Travel	50.00	22.80	27.20		27.20			27.20	
Publications/Supplies	\$2000.00	1227.60	772.40		772.40	276.80		495.60	
Printing & Repro.	1700.00	1131.87	568.13		568.13	276.80		291.33	
Office Supply	200.00	65.73	134.27		134.27			134.27	
Office Equipment	100.00	-----	100.00		100.00			100.00	
Word Processing		30.00	- 30.00		- 30.00			- 30.00	
Student Government	\$3000.00	2317.73	682.27	228.30	910.57	33.06		877.51	
Supplies	2000.00	1591.71	408.29	228.30	636.59			636.59	
Services	700.00	163.91	536.09		536.09			536.09	
Printing	100.00	186.53	- 86.53		- 86.53			- 86.53	
Travel	100.00	34.46	65.54		65.54			65.54	
Vehicle Use	100.00	198.37	- 98.37		- 98.37	33.06		- 131.43	
Word Processing		142.75	- 142.75		- 142.75				
Contingency	\$ 300.00		300.00		300.00			300.00	
Transfer	300.00		300.00		300.00			300.00	

Financial Statement  
Page 3

	<u>Budget</u>	<u>Expenses</u>	<u>Balance</u>	<u>Income</u>	<u>Adjusted Balance</u>	<u>Other Expenses Since 4/30</u>	<u>Other Expenses Since 4/30</u>	<u>Balance</u>	<u>Planned Commitment</u>
Leadership Program	\$2000.00	\$1830.98	\$169.02		\$169.02	6.00		\$163.02	
Services	1800.00	1737.83	162.17		162.17			162.17	
Printing & Repro.	50.00	11.40	38.60		38.60			38.60	
Instructional Supplies	50.00	81.75	-31.75		-31.75			-31.75	
Travel						6.00		-6.00	
Film Series	\$2700.00	2584.59	115.41		115.41			115.41	38.80
Services	2700.00	2584.59	115.41		115.41			115.41	
Recreational Equipment	\$1200.00	1153.68	46.32	40.00	86.32			86.32	
Materials & Supplies	600.00	1146.88	-546.88	40.00	-506.88			-506.88	
Landscape Materials	300.00		300.00		300.00			300.00	
Office Equipment	300.00		300.00		300.00			300.00	
Travel		6.80	-6.80		-6.80			-6.80	
Activity Fees									
Transfer									
Clubs	5450.00	5750.00	-300.00		-300.00	175.00		-475.00	
Student Newspaper	6900.00	6900.00	----		----			----	
Day Care Center	3000.00	3000.00	----		----			----	
Student Center	2200.00	2200.00	----		----			----	
Urban Campus	4100.00	4100.00	----		----			----	
National Contest	\$7500.00	1417.80	6082.20		6082.20	6081.90		.30	
Services	7500.00	1417.80	6082.20		6082.20	6081.90		.30	
Special Emphasis	\$1800.00	1678.68	121.32		121.32			121.32	
Services	1800.00	1678.68	121.32		121.32			121.32	

	<u>Budget</u>	<u>Expense</u>	<u>Balance</u>	<u>Income</u>	<u>Adjusted Balance</u>	Other Expenses Since <u>4/30</u>	Other Income Since <u>4/30</u>	<u>Balance</u>	<u>Planned Commitment</u>
Creative Writing Services	\$700.00 700.00	\$43.00 43.00	657.00 657.00		657.00 657.00			657.00 657.00	657.00
TOTAL	\$89,000.00	\$84,084.56	\$4,915.44	\$12,770.58	\$17,686.02	\$9,054.76	\$1,540.00	\$10,171.26	\$3,238.78
Carry-over									
Printing		172.00	-172.00		-172.00			-172.00	
Miscellaneous		15689.93	-15689.93		-15689.93			-15689.93	
Travel		120.61	-120.61		-120.61			-120.61	
Equipment		428.71	-428.71		-428.71			-428.71	
TOTAL		\$16,411.25	-\$16,411.25		-\$16,411.25			-\$16,411.25	

BOONE CAMPUS

MAY 1 1981

STUDENT SENATE MINUTES

VICE PRES/STUDENT LIFE

Present: Pres., Tim Orr, Jane Boesen, Sue Sternquist, Steve Anderson, Mark Adkins, Kevin Kilstofe, Paul Torbet, Rec. Club member, Tammy Preiss.

Absent: Mickey Schmidt, Kevin Israel, Karen Springer, Tony Thornburg

Student Senate members met on February 25, 1981 at 7:30 a.m. in the Library Conference room on the Boone Campus.

No old business was discussed.

New business: Budget Proposal 1981-82 approved at this meeting.

STUDENT ACTIVITY FEES  
Based on approx. \$13,000.00 collected

CLUB or ORGANIZATION	PERCENT FOR <del>80-82</del> School Year	\$/QTR.
Athletics	50%	\$6,500.00
Cheerleaders/Drill Team	1%	130.00
Student Senate	17%	\$2,210.00
Phi Beta Lambda	3%	390.00
Recreation Club	3%	390.00
Student Publication	10%	\$1,300.00
Drama	6%	780.00
Phi Theta Kappa	1%	130.00
Student Center/Intramurals	6%	780.00
Choir	1%	130.00
N.S.U.	2%	260.00

Respectfully Submitted,

*Sue Sternquist*

Secretary, Boone Campus  
Student Senate

**des moines area  
community college**

2006 S. ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-6200

# Memorandum

DATE 5-28-81

TO Paul Lowery

Location

FROM Irv Steinberg *ISW*

Location

RE: Bad Debts

Request the Board be asked to approve charging off, as Bad Debts, the following listed accounts, which have been outstanding in excess of a year, and for which collection attempts have been unsuccessful. It should be noted that efforts to collect these accounts will be continued even after Bad Debt charge off.

ANKENY EMERGENCY LOANS  
6600-5001-05-00-000-482

Anderson, Janice D.	\$25.00
Anderson, Larry	25.00
Beaman, Jodi	50.00
Bjorholm, Roger	25.00
Bueneke, Kim	25.00
Dameron, Howell	25.00
Dennis, Barbara	50.00
Harris, Carol	25.00
Honold, Al	25.00
Meyers, Laurel	26.30
Peavey, Sandra	25.00
Page, Cleva	25.00
Pritchard, Thomas	25.00
Reynold, Ralph	25.00
Tedrow, Brian	25.00
VanGorp, Mike	25.00
Walker, Rhonda	25.00
	<u>\$476.30</u>

ACCOUNTS RECEIVABLE

Blue Cross	(1.26)
Campbell, Tamara	127.91
Doege, Mary	8.95
Ellenbaun, Charles	(.83)
Gateway Center	200.00
Galbreath, Wilma	30.00
Ia. Veterans Home	(.01)
Mozanick, Linda	20.00
Woodward Fire Dept.	(2.15)
	<u>\$382.61</u>

Combined Total \$1,707.24RETURNED CHECKS  
1000-0000-00-00-000-120

Buckingham, Norma	\$ .50
Burkhead, Wendy	(.05)
Cawthorne, Kaye	10.00
Dee, Judith	21.44
DeVore, Linda	8.00
Ellsbury, Betty	(1.50)
Erickson, Lynda	(.50)
Fulton, Bruce	20.00
Garrett, Steven	112.50
Hughes, Elaine	8.65
Humayon, Sahibzada	6.35
Klimaski, Robert	2.00
Lofiti, Faerborg	15.00
McClesh, Catherine	2.00
Meklin, Ellen	(3.40)
Mills, Willis	1.90
Quick, Joan	8.95
Ray, Georginna	1.10
Reynolds, Margaret	47.00
Richard, Brandy	3.00
Steele, Jack or Julie	33.45
Swisher, Anna	61.35
Woods, Carolyn	16.90
Woods, Mike	63.74
AAA-not legible	6.95
	<u>\$445.33</u>

BOONE EMERGENCY LOANS  
6600-5002-06-00-000-482

Mark Duncan	161.00
Betty McNabb	81.00
Ronald Miller	161.00
	<u>\$403.00</u>

DES MOINES AREA COMMUNITY COLLEGE DISTRICT (MERGED AREA XI)  
SELECTED HIGH SCHOOL PRE-CAREER, CAREER, AND OTHER EDUCATIONAL OFFERING CONTRACT

JOINT CONTRACT

WHEREAS, it is the mutual desire of the parties hereto to provide youth in merged Area XI with an opportunity to make a choice and pursue career opportunities commensurate with their diversified interest and ability levels; and

WHEREAS, the Des Moines Area Community College with its highly trained administrative and instructional staff and comprehensive student services personnel can provide these opportunities and do so in a manner so as to avoid duplication of efforts, equipment, services and costs, and offer a degree of flexibility to make it possible to achieve smooth adjustment and orderly transition from the local school to the Community College; and

WHEREAS, the parties hereto in accordance with the provisions of Chapter 28E, and Chapter 280A.1, sub-section 5, Code of Iowa, 1971 desire to enter into an agreement to make available to youth in merged Areas XI the aforesaid opportunities provided by the Des Moines Area Community College,

NOW, THEREFORE, it is mutually agreed by and between the parties as follows:

1. This joint contract shall take effect on the 1st day of September, 1981, and shall be operative for the school year of 1982, after having been approved by each respective Board of Directors.
2. The responsibilities of the Des Moines Area Community College are as follows:
  - A. Initiate and administer educational programs.
  - B. Select and employ instructional staff to be used in any course offering provided.
  - C. Provide the local school with a record of educational achievement earned by the student that may be used towards graduation from the local high school.
  - D. In cooperation with the local school, select students to attend the educational offerings.
  - D. Insist that any students admitted under this agreement observe the regulations established by the college applicable to all other students.
3. For the aforementioned services rendered by the Des Moines Area Community College, the Carroll Public school district agrees to:
  - A. Reimburse to Des Moines Area Community College the operating cost of these offerings on a per pupil basis.

- B. Cooperate in the selection of students to attend pre-career, career, and other offerings.
  - C. Be responsible for any transportation involved from the local school to the Des Moines Area Community College Extension Center.
  - D. Approve, prior to submitting to the college, the application for admission of any student from the cooperating school district.
  - E. Accept the decisions of the Des Moines Area Community College administration as it relates to disciplinary action taken against students from the local school for the non-observance of regulations adopted by the college.
4. Under this Joint Contract, no separate entity is being created and all Boards of Directors participating in the educational offerings shall jointly and cooperatively act pursuant to the authority contained in Chapter 28E, Code of Iowa, 1966, jointly to which they are separately entitled under such legislative acts. Nothing contained herein shall prevent any party hereto from applying separately for any benefit to which it may believe itself to be entitled under any act.

Approved and executed at Carroll, Iowa, the 11 day of May, 1981.

DES MOINES AREA COMMUNITY COLLEGE

BY:

Elden Leonard  
President of the Board

Stanley Wright  
Secretary of the Board

Paul Lewney  
Superintendent

Carroll Public School System

BY:

Harold Haulrich  
President of the Board

Deanne Bentlinger  
Secretary of the Board

Richard E. Elze  
Superintendent

DMACC'S LEGISLATIVE PROGRAM, BEGINNING WITH 1982 SESSION

Suggestions for Foundation Plan

Continue to refine the current Foundation Plan, with the provision that schools be reimbursed on a unit basis in the major cost centers. Consideration should be given to include equipment replacement money, salaries, allowances for growth and inflation in the Foundation Plan. (This program would take effect during the 1984-85 biennium).

Suggestions for Consideration by the 1982 Legislature

- A. Adequate appropriations to meet student enrollment
  1. Restore equipment replacement money to State Board's recommendation based on 6-2/3% of inventory
  2. Full 8% salary adjustment
  3. Funding for energy efficient measures and excessive energy costs
  4. New program start-up monies
  5. Increase state vocational aid to offset loss of federal vocational funds
  6. Funds for new and expanding industry
  7. Fund jointly administered (area college/local schools) programs for secondary students
  8. Expand scholarship money to students attending merged area schools.
- B. Revenue bonding, with the bill expanded to include parking lots, and student unions.
- C. Support IPERS improvement program in cooperation with other IPERS organizations.
- D. Amend certain sections of the Code as follows:
  1. Amend Sections 279.29--Claims and 279.30--Exceptions which would make the claim and accounts (bill) approval process workable for community colleges.
  2. Amend Section 280A18--to eliminate the requirement that the Superintendent of Public Instruction approve fund transfers from one account to another.
  3. Amend Section 279.34--Financial statement publication and Section 279.36--Summary of warrants published to either eliminate the publication requirement or move it to a realistic date. Further, it recommended that, if the requirement to publish is continued, the format be changed to show summary revenue by source and expenditures by function rather than the lengthy listing of bills.
  4. Amend Section 280A13--Directors of merged area--to stipulate that the Treasurer perform such duties as may be assigned by the Board of Directors which shall include, but not be limited to, the duties of Section 291.15--Annual report.
  5. Amend Section 280A38--Lease agreements for space--to reduce the number of leases required to be approved by the State Board.
  6. Amend Section 422.43--Tax imposed--to eliminate sales tax requirement on tickets on admissions to athletic events and games of chance of educational institutions.



D. Amend certain sections of the Code as follows (continued):

7. Amend Chapter 279, Continuing Contract Law. (There are some changes that need to be made to more equitably divide the costs of the hearing process between the employee and the board and to protect the board where a union is present).

E. Recodify Code of Iowa for greater clarity for merged area schools.

# JUHL • KINTNER • ALLEMAN

Attachment #7

8 June 1981



Insurance Agency  
303 S. W. School St.  
Ankeny, Iowa 50021

RECEIVED

JUN 2 1981

ASSIST. TO PRESIDENT

RECEIVED

JUN - 2 1981

FAVILITES MANAGEMENT

June 1, 1981

Don Zuck  
Des Moines Area Community College  
2006 S Ankeny Blvd  
Ankeny, Iowa 50021

Re: Board Secretary & Treasurer Coverage

Dear Don:

The package policy #D01071105 does include the Secretary and Treasurer of the College Board. With the Secretary being a member of and employee of the college staff, coverage would be under the policy definition of insured and employee.

The policy also has endorsement adding Treasurer under policy insuring agreement.

Coverage under the policy is subject to conditions and limitations as shown on policy. Comprehensive crime coverage specifies employee dishonesty coverage, Commercial Blanket and depositors forgery coverage.

If you have any questions or need any additional information, please let us know.

Sincerely,

  
Ronald K. Alleman

RKA/alb

Attachment #8

Attachment #8, Claims and Accounts, is maintained in a separate file in the office of the Secretary of the Board of Directors for one year following the Board meeting. It is then maintained by the College Controller.