

Des Moines Area Community College

## Open SPACE @ DMACC

---

Board of Directors Meeting Minutes

---

1-14-1980

### **Board of Directors Meeting Minutes (January 14, 1980)**

DMACC

Follow this and additional works at: <https://openspace.dmacc.edu/boardminutes>

---

Des Moines Area Community College  
2006 S. Ankeny Boulevard  
Ankeny, Iowa 50021  
N

REGULAR MEETING

14 JANUARY 1980

The regular meeting of the Des Moines Area Community College Board of Directors was held at the Boone Campus, Room 103, on 14 January 1980. The meeting was called to order by Board President Eldon Leonard at 7:00 p.m.

ROLL CALL

Members Present:

Ray Clark	Eldon Leonard	Jasper Risdal
Georganne Garst	Theodore Nemmers	Don Rowen
Walter Hetzel		

Members Absent:

Murray Goodman      Walter A. Stover, Jr.

Others Present:

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

APPROVAL OF  
AGENDA

It was moved by R. Clark, seconded by T. Nemmers, that the appointment of an acting secretary be removed from the tentative agenda, that approval of the minutes of the meeting of 10 December 1979 be placed on the agenda, and that the remainder of the tentative agenda be approved.

Motion was passed unanimously.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF  
MINUTES

It was moved by W. Hetzel, seconded by D. Rowen, that the minutes of the meeting held on 10 December 1979 be approved.

Motion was passed unanimously.

ICASB STRUCTURE  
CHANGE

It was moved by D. Rowen, seconded by T. Nemmers, that the Board support the organizational change in the Iowa Council of Area School Boards (ICASB) which would create a new position of Director of Governmental Relations in ICASB. The new position would be filled by Ray Stephens, and a new Executive Director for ICASB would be hired. A roll call vote was requested.

Ayes:

E. Leonard	T. Nemmers	J. Risdal
D. Rowen	R. Clark	J. Garst

Nays: None

Abstentions: W. Hetzel

Motion was passed.

MONTHLY FINANCIAL  
REPORT

The monthly financial report was presented by Gene Snyders, Vice President, Business Management. A copy of the report is attached (Attachment #1) hereto and made a part of these minutes.

PERSONNEL

It was moved by R. Clark, seconded by T. Nemmers, that contract changes, resignations and leaves of absence without pay be approved/accepted as follows:

Contract  
Changes

- a. THEO A. MICHAEL, from Duplicating Machine Operator to Permanent Acting Supervisor, Duplicating Services  
From \$7,730 annually to \$10,357 annually  
Effective 21 December 1979
- b. DELBERT A. SHEPARD, from Instructor, Retail Marketing to Director, Diversified Occupations  
From \$22,980 annually to \$25,200 annually  
Effective 1 February 1980

Resignations

- a. MARINE BETTS, Director, Health  
Effective 18 January 1980
- b. FRANK SEVERINO, Coordinator, Adult Education Short Course Extension  
Effective 1 February 1980

Leave of Absence  
Without Pay

- a. JOANNE BROWN, Instructor, English  
1 Day, 21 December 1979
- b. VIRGINIA WEDEMEYER, Instructor, Dental Assistant  
4 Days, February 26, 27, 28 and 29, 1980

Motion was passed unanimously.

STUDENT CON-  
STRUCTED HOUSE  
1202 S.E. REO

There were no offers received for the sale of the house.

PROGRAM  
ADVISORY  
COMMITTEES

It was moved by D. Rowen, seconded by J. Garst, that additions to program advisory committees be made as follows:

Architectural  
Drafting

Three-Year Term

Kenneth Taylor  
Frank Pulley Assoc.  
6567 University Ave.  
Des Moines, IA 50311

Richard R. Balzer  
Master Draftsman  
614 Stipich  
Polk City, IA 50226

Jim John  
Vice President  
Forman Ford Co.  
1312 Locust  
Des Moines, IA 50309

Two-Year Term

Betsy John, Designs  
6901 Sheridan  
Des Moines, IA 50322

Louis Rizzuti  
Artistic Ornamental  
Iron Works  
214 S.E. Hartford  
Des Moines, IA 50315

Arnie Fischer  
Wilkins-Bussard-  
Dikis, Ltd.  
414 - 61st St.  
Des Moines, IA 50312

One-Year Term

Robert Brierly  
Porter-Brierly Assoc.  
811 Keo Way  
Des Moines, IA 50309

Robert Whitlock  
Breiholz Const. Co.  
1063 - 14th Place  
Des Moines, IA 50309

Steve Pierce  
Veenstra and Kimm  
Engineers & Planners  
300 West Bank Bldg.  
West DM, IA 50265

Building  
Maintenance

Three-Year Term: Michael Diemann  
609 N.W. Linden  
Ankeny, IA 50021

Health Care  
Administration

Two-Year Term: Charles Palmer  
Department of Social Services  
Bureau of Mental Health  
Des Moines, IA

Motion was passed unanimously.

CIGARETTE  
VENDING  
MACHINES

It was moved by D. Rowen, seconded by J. Garst, that cigarette vending machines be permitted on the Ankeny, Boone and Urban Campuses. A roll call vote was taken with votes recorded as follows:

Ayes:

E. Leonard      J. Garst  
D. Rowen        J. Risdal

Nays:

W. Hetzel      T. Nemmers      R. Clark

Motion was passed.

SNACK BAR  
EQUIPMENT FROM  
AUXILIARY FUNDS

It was moved by W. Hetzel, seconded by R. Clark, that \$96,000 of auxiliary funds be used to purchase snack bar equipment for the new student services building at the Ankeny Campus.

Motion was passed unanimously.

TUITION INCREASE

It was moved by D. Rowen, seconded by W. Hetzel, that tuition be increased 10% beginning 1 July 1980.

Motion was passed unanimously.

COLLEGE  
OBJECTIVES  
FY 81

It was moved by T. Nemmers, seconded by D. Rowen, that the College Objectives for FY 81 be adopted as presented.

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

PUBLIC HEARING  
TO BORROW  
\$4.8 MILLION

R. Clark introduced a resolution to direct the Controller and the Board Secretary to establish a date for a public hearing to determine if the Board should borrow \$4.8 million, and to provide publication of notice thereof. W. Hetzel seconded the introduction.

The resolution was unanimously adopted by roll call vote. A copy of the resolution is attached (Attachment #3) hereto and made a part of these minutes.

AACJC MEMBERSHIP  
APPROVED

It was moved by D. Rowen, seconded by T. Nemmers, that institutional membership in the American Association of Community and Junior Colleges be paid in the amount of \$1,040.

Motion was passed unanimously.

URBAN CAMPUS  
MISSION  
STATEMENT

It was moved by D. Rowen, seconded by T. Nemmers, that the Urban Campus Mission Statement be approved as presented. W. Hetzel offered amendments to the wording. The statement accepted by the mover, seconder, and amender is as follows:

## URBAN CAMPUS MISSION STATEMENT

In keeping with the Mission Statement adopted by the Board of Directors on May 9, 1977, the mission of the Des Moines Area Community College's Urban Campus is to serve the educational needs of the Des Moines urban community in coordination with the major campus of the Des Moines Area Community College at Ankeny. Programs in Adult, Arts and Sciences, and Career Education, together with the necessary support services, will be offered.

While it is expected that new programs and services will be developed in response to new needs as resources permit, the highest priority for educational service will be the already existing programs which are designed to serve students who have nontraditional educational needs. Educational programs and services available at the Ankeny Campus that require extensive equipment and costly facilities will not be duplicated at the Urban Campus.

Motion was passed unanimously by roll call vote.

BOND RECEIVED  
FOR BOARD  
SECRETARY AND  
TREASURER

The Board acknowledged receipt of the bond for the Board Treasurer and the Board Secretary. (Attachment #3a)

ARCHITECTS'  
PRESENTATION ON  
STUDENT SERVICES  
AND SUPPORT  
SERVICES  
BUILDINGS

Ken Bussard of Wilkins-Bussard-Dikis, Ltd. presented the preliminary drawings of the two buildings to be built at Ankeny. It is expected that we will be ready to let contracts in the next couple of months. A copy of their report is attached (Attachment #4) hereto and made a part of these minutes.

CLAIMS AND  
ACCOUNTS

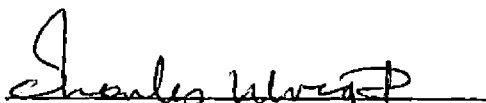
It was moved by R. Clark, seconded by D. Rowen, that the claims and accounts be approved as presented.


Motion was passed unanimously. A copy of the claims and accounts is attached (Attachment #5) hereto and made a part of these minutes.

ADJOURNMENT

It was moved by J. Garst, seconded by T. Nemmers, that the meeting be adjourned.

Motion was passed unanimously and the meeting was adjourned at 9:40 p.m.

  
Charles Wright, Secretary

  
Eldon Leonard, President

DES MOINES AREA COMMUNITY COLLEGE  
CASH POSITION REPORT  
December 31, 1979

	General, Agency Auxiliary, Scholarship, and Loan Funds	Special Plant Fund	Voted Tax & Sinking Fund
	<u>ANKENY STATE</u>	<u>BANKERS TRUST</u>	<u>BANKERS TRUST</u>
<u>CASH IN BANK (CHECKING ACCOUNT)</u>			
Cash Fwd. December 1, 1979	\$ (125,474.01)	\$ 35,446.30	
Cash Receipts December 1979	1,413,446.37	646,396.65	
Cash Disbursements December 1979	<u>1,351,827.96</u>	<u>643,411.53</u>	
Cash in Bank December 31, 1979	\$ (63,855.60) (A)	38,431.42	
<u>INVESTMENTS:</u>			
<u>CERTIFICATES OF DEPOSIT:</u>			
25 % Due 4-30-80 (Ankeny-Student U.)	20,000.00		
10 % Due 6-16-80 (Urban Student U.)	6,368.18		
25 % Due 1-31-80	100,000.00		
25 % Due 1-31-80	450,000.00		
Various Dates & Interest		1,542,000.00	
25 % Due 11-15-80		165,000.00	
35 % Due 2-15-80		285,000.00	
15 % Due 7-17-80		335,000.00	
35 % Due 4-15-80		130,000.00	
25 % Due 8-15-80		250,000.00	
875% Due 1-16-80		150,000.00	
25 % Due 3-14-80		125,000.00	
35 % Due 5-15-80		375,000.00	
15 % Due 9-15-80		340,000.00	
Various Due 6-30-80			\$767,000.00
Savings Account/General	142,194.27		
Student Activities/Savings	5,729.07		
Sinking Fund/Savings			21,775.17
Row Acct. Savings Ank. State		<u>75,459.00 (C)</u>	
<u>TOTAL INVESTMENTS</u>	<u>\$724,291.52</u>	<u>\$3,772,459.00</u>	<u>\$788,775.17</u>
<u>TOTAL CASH IN BANK</u>			
<u>INVESTMENTS</u>	<u>\$660,435.92</u>	<u>\$3,810,890.42</u>	<u>\$788,775.17 (B)</u>

## Notes:

- (A) Deficient Balance represents outstanding checks which have not cleared the Bank. Daily deposits being made directly into Savings Account with transfers made from Savings to Checking for amount of checks cleared at Bank on daily basis.
- (B) Next loan payment from Sinking Fund due 6-30-80 for \$1,531,320.00.
- (C) Escrow Account contains \$72,866.00 due to City of Des Moines for Urban Campus land, being held pending legal requirements met.

DES MOINES AREA COMMUNITY COLLEGE  
BUDGET BALANCE REPORT  
November 30, 1979

	PUBLISHED APPROVED BUDGET	WORKING BUDGET	AMOUNT ENCUMBERED	AMOUNT EXPENDED OR RECEIVED	WORKING BUDGET BALANCE
<b>GENERAL FUND DISBURSEMENTS:</b>					
Arts & Sciences	\$ 2,034,875	\$ 2,029,224	\$ 845,432	\$ 641,985	\$ 541,807
Career Education	4,963,834	4,943,415	2,102,349	1,759,722	1,081,344
Career Exploration Center	184,659	184,659	86,863	67,455	30,341
Mobile Career Explor. Center	75,600	75,600	34,616	27,139	13,845
Adult Education	1,729,169	1,729,594	467,020	646,529	616,045
Administration	1,517,974	1,541,024	571,521	595,795	373,708
Student Life	1,262,662	1,278,471	581,926	528,444	168,101
Learning Resources	513,682	507,366	182,276	224,568	100,522
Physical Plant	1,594,497	1,599,320	436,770	705,400	457,150
Director, Western Attend. Ctr.	43,329	43,329	21,994	17,640	3,695
Vice President Instruction	111,946	115,841	52,321	46,176	17,344
Dean Urban Center	95,619	94,909	42,050	39,436	13,423
Sub Total Unrestricted	<u>\$14,127,846</u>	<u>14,142,752</u>	<u>5,425,138</u>	<u>5,300,289</u>	<u>3,417,325</u>
Comp. Voc. Dev. Program	-0-	49,810		7,499	42,311
PSE Funded Accounts	-0-	-0-		9,345	(9,345)
CETA/Vocational Skills	393,616	348,866	6,659	132,821	209,386
Title I Labor Counseling	-0-	-0-		5,041	8,374
Woodward Co-op Grant	-0-	44,948		8,669	36,279
IPA Waste Water	-0-	-0-		10	(10)
Teacher Aids Program	-0-	11,295		4,147	7,148
Special Needs Video Equip.	-0-	1,760		1,788	(28)
Soc. Serv. Inserv. Trng.	-0-	19,078		6,627	12,451
Spec. Needs Mat. & Equip.	-0-	-0-		399	(399)
Dev. & Enhan. Handi. Needs	-0-	115		30	85
Sub Total Restricted					
General Fund	393,616	489,287	6,659	176,376	306,252
Budget Deobligation		(30,071)			(30,071)
GRAND TOTAL GENERAL FUND	<u>\$14,521,462</u>	<u>\$14,601,968</u>	<u>\$5,431,797</u>	<u>\$5,476,665</u>	<u>\$3,693,506</u>
<b>GENERAL FUND REVENUE:</b>					
Student Fees	215,212	215,212		63,348	151,864
Tuition	2,821,542	2,821,542		1,275,324	1,546,218
Property Taxes-Operation	1,818,977	1,808,613		629,560	1,179,053
Property Taxes-Tort	29,881	29,831		10,234	19,597
Property Taxes-Unemployment	39,711	39,745		13,638	26,107
State General Aid	6,265,097	6,313,960		3,156,980	3,156,980
State Vocational Aid	1,295,105	1,310,625		406,733	903,892
State Capital Outlay	279,956	271,360		-0-	271,360
Misc.-Federal		11,270		11,270	-0-
PSE		7,079		7,079	-0-
Labor Counseling Program		13,415		-0-	13,415
Workstudy	89,208	58,979		-0-	58,979
Vocational Aid-Federal	329,155	329,155		-0-	329,155
Special Needs	147,055	225,801		-0-	225,801
Adult Basic Education	132,283	132,283		33,071	99,212
CETA/Vocational Skills	393,616	348,866		56,233	292,633
Title II, Library	7,926	7,926		-0-	7,926
Woodward Grant		44,948		-0-	44,948
Social Services Project		19,078		-0-	19,078
Rental of College Facilities	20,000	20,000		2,094	17,906
Parking Assessments		7,100		3,095	4,005
Interest Income	100,000	100,000		28,428	71,572
Sale of Fixed Assets	35,000	35,000		20,188	14,812
Miscellaneous Income		1,005		550	455
Sub Total	<u>\$14,019,724</u>	<u>\$14,172,793</u>		<u>\$5,717,825</u>	<u>\$8,454,968</u>
Unrestricted Fund Balance	501,738	429,175		429,175	-0-
GRAND TOTAL REVENUE	<u>\$14,521,462</u>	<u>14,601,968</u>		<u>6,147,000</u>	<u>8,454,968</u>
<b>PLANT FUND DISBURSEMENTS:</b>	<b>\$ 4,939,811</b>	<b>\$ 4,939,811</b>		<b>\$1,055,439</b>	<b>\$3,884,372</b>
<b>PLANT FUND REVENUE:</b>	<b>\$ 2,248,977</b>	<b>\$ 2,248,977</b>		<b>\$ 451,065</b>	<b>\$1,797,912</b>



DES MOINES AREA COMMUNITY COLLEGE  
 GENERAL FUND INTERIM BALANCE SHEET  
 November 30, 1979

----ASSETS----

Code

CASH & INVESTMENTS

101 Cash in Bank- Checking	\$	744,800	
102 Petty Cash - Ankeny Checking Change Fund		(754)	
103 Petty Cash - Boone Checking		5,000	
119 Cash in Bank - Payroll		9,999	
120 Returned Checks		3,374	
122 Petty Cash/Change Funds		8,556	
125 Cash over or Short		119	
130 Investment in Repurchase Agreements		1,950,000	
131 Investment in Savings		<u>(1,308,341)</u>	
TOTAL CASH & INVESTMENTS			\$1,412,753

ACCOUNTS RECEIVABLE

145 Due from Federal		30,719	
146 Due from Others		791	
Budgeted Revenue FY 80	14,172,793		
Less Amount Received	<u>5,717,825</u>		
Balance to Receive		8,454,968	
TOTAL ACCOUNTS RECEIVABLE			8,486,478

INVENTORIES

161 Expendable Supplies	29,256		
162 Auto Parts	<u>16,658</u>		
TOTAL INVENTORIES			45,914

169 STUDENT HOUSES

Carroll House #5 Under Construction	25,138		
Carroll House #6 Lot only	10,035		
Carroll House #7 Lot only	10,035		
Ankeny House #14 Under Construction	62,230		
Ankeny House #15 Under Construction	16,516		
Ankeny House #16 Lot only	13,121		
Ankeny House #17 Lot only	13,121		
Ankeny House #18 Lot only	<u>13,121</u>		
TOTAL HOUSES			<u>163,317</u>

TOTAL ASSETS

10,108,462

DES MOINES AREA COMMUNITY COLLEGE  
 GENERAL FUND INTERIM BALANCE SHEET  
 November 30, 1979

-----LIABILITIES-----

Code

CURRENT LIABILITIES

201	Accounts Payable			
	Budgeted Expenditures FY 80	14,601,968		
	Less Expended to Date	<u>5,476,665</u>		
	Balance to be expended		9,125,303	
	TOTAL CURRENT LIABILITIES			9,125,303
271	<u>DEFERRED INCOME</u>			
	CETA		31,650	
	Auto Body Program		1,532	
	DFAPS		244,195	
	Iowa Script		2,358	
	IPA Wastewater		<u>6,183</u>	
	Total Deferred Income			<u>285,918</u>
	TOTAL LIABILITIES			\$9,411,221

-----FUND BALANCE-----

311	<u>UNRESTRICTED</u>			
	Balance Forward 7-1-79		1,096,805	
	FY 80 Budget Expenditures	14,601,968		
	Less FY 80 Budget Revenue	<u>14,172,793</u>		
	Net Expenditures Over Revenue		(429,175)	
	Projected Fund Balance 6-30-80			667,630
314	RESTRICTED FOR UNEMPLOYMENT COMPENSATION			<u>29,611</u>
	Total Fund Balance			<u>697,241</u>
	TOTAL LIABILITIES & FUND BALANCE			<u>\$10,108,462</u>

## COLLEGE OBJECTIVES FY81

1. By March 1, 1981, all board policies be reviewed and revised to reflect current state laws, regulations, and guidelines.
2. During FY81 the college will operate at a cost per contact hour that is not greater than the state average.
3. During FY81 the college will enroll 7200 FTEE students, an increase of 320 FTEE over FY80.

	<u>FTEE</u>	<u>HEADCOUNT</u>
Arts & Science	1,880	6,400
Career	3,500	4,138
Adult, Vet Ag/Supplemental	1,735	50,535
CETA	85	210
	<u>7,200</u>	<u>61,283</u>

4. By September 1, 1980, all college programs operated in college owned buildings will be accessible to the handicapped.
5. By June 30, 1981, the planning phase of the MOR system of the PME system will have been completed and operational through the director level and the evaluation system will be operational for programs and personnel.
6. By June 30, 1981, the college will, through the development office, be the recipient of \$275,000 from the foundation and will maintain an aggressive external funding program through government and private dollars.
7. By June 30, 1981, participation in the college council will be increased with 80% of the members attending the scheduled meetings.
8. By January 15, 1981, the college will have a plan in operation to recognize the leadership roles undertaken by staff members and to encourage the participation of all staff in organizations that will enhance the image of DMACC, with special emphasis upon local civic and service organizations.
9. During FY81, physical facilities necessary to accommodate needed college programs will either be available, under construction, or planned.
10. During FY81 the college will increase the number of non-traditional students it serves as contrasted to the number served in FY80.
11. By June 30, 1981, 80% of those who begin vocational programs will complete them and 90% will acquire jobs in the field in which they were trained.

January 8, 1980

RESOLUTION ON  
LOAN AGREEMENT  
PROPOSITION:

Ray Clark introduced the following Resolution hereinafter set out entitled "RESOLUTION PROVIDING FOR FIXING DATE FOR A MEETING ON THE PROPOSITION OF ENTERING INTO A LOAN AGREEMENT, PROVIDING FOR PUBLICATION OF NOTICE THEREOF AND AUTHORIZING CONTROLLER AND SECRETARY TO TAKE ACTION IN CONNECTION THEREWITH," and moved its adoption.

Walter Hetzel seconded the motion to adopt. The roll was called and the following Directors voted:

AYES: R. Clark, G. Garst, W. Hetzel, E. Leonard,

T. Nemmers, J. Risdal, D. Rowen

NAYS: None

Whereupon, the President of the Board declared the resolution duly adopted as follows:

RESOLUTION PROVIDING FOR FIXING DATE FOR A MEETING ON THE PROPOSITION OF ENTERING INTO A LOAN AGREEMENT, PROVIDING FOR PUBLICATION OF NOTICE THEREOF AND AUTHORIZING CONTROLLER AND SECRETARY TO TAKE ACTION IN CONNECTION THEREWITH

WHEREAS, it is deemed necessary that the Des Moines Area Community College should enter into a Loan Agreement and borrow to the amount of approximately \$4,800,000 as authorized by Section 280A.22, Code of Iowa, 1979, for the purposes authorized by the voters at the election of September 11, 1979; and

WHEREAS, proposals have been requested and received from banks and financial institutions offering to enter into such Loan Agreement; and

WHEREAS, it appears that the best and most favorable proposal received is that of Bankers Trust Company of Des Moines, Iowa; and

WHEREAS, it is appropriate to publish a Notice of intention to enter into a Loan Agreement and of the hearing on same and to receive and consider objections and/or petitions as therein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE:

Section 1. The Controller and Secretary are authorized and directed to proceed on behalf of the College to negotiate the terms of a Loan Agreement with Bankers Trust Company of Des Moines, Iowa, to select a date for public hearing thereon, to cause to be prepared such notice as may appear appropriate, to publish and distribute the same on behalf of the College and this Board, and otherwise to take all action necessary to permit the entering into of said Loan Agreement on a basis favorable to the College and acceptable to the Board.

PASSED AND APPROVED this 14th day of January, 1980.

Eldon Leonard  
President

ATTEST:

Charles K. Albert  
Secretary

# JUHL Insurance Agency



303 S.W. School Street  
ANKENY, IOWA 50021  
Telephone 964-4162

FOR ALL YOUR INSURANCE NEEDS

Jan. 4, 1980

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

RECEIVED

JAN -7 1980

BUSINESS MANAGEMENT

Re: Bonding - Board Secretary and Treasurer

Dear Don:

This letter is the confirmation you requested regarding the coverage afforded the Secretary and Treasurer of the College Board.

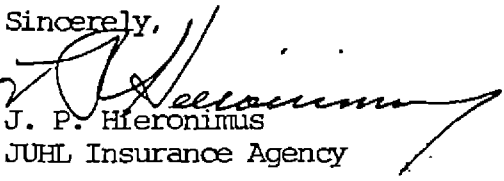
In view of the fact that the Secretary is a member of and employee of the College Staff, he is covered under the definition of Insured and Employee.

By manuscript endorsement, the policy was amended and extended to provide coverage for the Treasurer, even though he is not an employee of the college.

This coverage, for the Secretary and Treasurer, is naturally subject to any conditions and/or limitations of the policy.

This letter may be attached to your Board records, if desired, as confirmation of coverage for these two persons.

Sincerely,

  
J. P. Hieronimus  
JUHL Insurance Agency

cc: INA



DMACC BOARD PRESENTATION  
January 14, 1980

STATUS REPORT:      DMACC STUDENT SERVICES BUILDING  
                                 DMACC SUPPORT SERVICES BUILDING  
                                 and  
                                 RELATED SITE DEVELOPMENT

1. History of Project to date
2. Explanation of Contracts for Construction
3. Cost Estimate versus Budget Report
4. Cost Estimate versus Budget Rationale
5. Project Time Schedule

BUSSARD/DIKIS ASSOCIATES LTD.  
ARCHITECTS/PLANNERS  
INTERIOR DESIGNERS  
414 SIXTY-FIRST STREET  
DES MOINES, IOWA 50312  
(515) 274-4074

HISTORY OF PROJECT TO DATE:

January 23, 1979

Educational specifications (program) completed by DMACC. Architects authorized to prepare Phase IIIA preliminary drawings for Student Services Building (Building No. 1), Support Services Building (Building No. 5), site development of the campus and related parking lots.

February 12, 1979

Decision by DMACC Board to ask for an additional three-year extension of the 20½ cent levy. Included in the decision was the Phase III Budget of \$15,093,000 for 16 items.

February through August

Development of program into plans by Architect. Staff (user) and Administrative input and critique of plans. Visitations of Staff, Administration, and Architects to other campus facilities. Presentation of plans to various groups including in-service day at the DMACC Campus. Preparation of plans and sketches for brochures.

September 10, 1979

Presentation of preliminary plans and budget. Pending affirmative vote on September 11, 1979, Architects authorized to proceed with preparing bid documents for all Phase IIIA work with deductive alternates structured to respond to a \$4,850,000 budget.

September 11, 1979

Affirmative vote of three-year extension of the 20½ cent levy.

November 5, 1979

Decision by Administration and Architect, due to concern for cost control, to proceed with outside cost control expertise.

November 20, 1979

Preliminary cost management report complete.

November 20-December 12, 1979

Various meetings with Design Team (Architect, Structural Engineer, Mechanical Engineer, Electrical Engineer, Civil Engineer, Landscape Architect and Cost Engineer) and Don Zuck to assess costs. As a result of these meetings, certain design changes were made and many items were included as alternates.



December 13, 1979

Architect met with Executive Council to discuss budget estimate and breakdown of contracts.

January 14, 1980

Presentation of Status Report to Board.

## CONTRACTS FOR CONSTRUCTION:

As a general statement, "the fewer the contracts, the fewer construction and coordination problems." The more recent projects at DMACC have been single construction contracts in lieu of multiple contracts. An oversimplification of this means that the Owner and Architect are required to work only with one General Contractor. The General Contractor is responsible to the Owner (contractually) and the Subcontractors are responsible (contractually) to the General Contractor.

It is generally understood that the General Contractor marks up the Subcontractors' bids from 6 percent to 10 percent depending on the availability of work or his own workload. On a project of this size this could amount to a minimum (using 6 percent) of \$125,000 to \$150,000. The decision was made by the Administration and Architect to use multiple construction contracts in lieu of single construction contracts for Phase IIIA in order to save as much money as possible. Recognizing this decision was going to require more time for Don Zuck and the Architects to coordinate the work and administrate the contracts, adjustments will be made to Don Zuck's workload and the Architects' contract for additional time required during the Construction Phase.

The Construction Contracts are as follows:

Contract #5 - General Construction and Site Development

This is the work required to complete the structure, envelope, and finishes of the buildings. It also includes the related interior campus site development and plantings.

Contract #6 - Mechanical Construction

This is the heating, ventilating, air conditioning and plumbing work required within the buildings. It also includes the extension of the utility trench and utilities to the buildings.

Contract #7 - Electrical Construction

This is the electrical systems and lighting work required within the buildings and the extension of the utilities.

Contract #8 - Roads and Lots

This is the grading work required to build the parking lots and roads. This work also includes the pavement, curbing and storm sewer work relative to the roads and lots.

Contract #9 - Space Partitions

This work includes the materials and installation of the partitioning used in the open-office landscaping system.

Contract #10 - Snack Bar Equipment

This work includes the equipment and installation of the snack bar in the Student Services Building.

COST ESTIMATE VERSUS BUDGET

A. Revised Estimate December 6, 1979, pages 1-6

B. Contract Analysis December 17, 1979

1/6

CONTRACT NO	CONTRACT	Estimate CPMI 12-3-79	Design OUTS 12-4-79	Revised Estimate 12-6-79	Deductive Alternates	Estimate - D. Alternates
#5	GENERAL BUDGS					
	Buildings	3,270,014-				
	Bldg #5 Dock	30,000-				
	Graphics/Square	10,000-				
	Serve Dr - Bldg #5	28,500-				
	Earthwork Pads	36,840-				
	SUBTOTAL	3,375,354-				
	5% CONT.	168,768-				
	TOTAL	3,544,122	<310,000>	3,513,122-	<161,302>	3,251,820-
	GENERAL - LANDS -					
	CAPE & REC. FIELDS	448,819				
	Central Campus SS	6300				
	Central Campus Light	8688				
	SUBTOTAL	463,813				
	5% CONT.	23,195				
	TOTAL	487,008	-0-	487,008	<487,008>	-0-
				400,0210-	<140,390>	3,251,820
#6	MECHANICAL					
	Bldgs & Utilities	948,138-				
	5% CONT.	49,902-				
	TOTAL	998,040	<323,27>	965,713	<167,06>	889,007
#7	ELECTRICAL					
	Bldgs & Utilities	613,076				
	5% CONT.	32,267				
	TOTAL	645,343	-0-	645,343	<40,009>	599,334
	TOTAL 5/6/7			561,1266	<871,105>	4,740,161
#8	ROADS & LOTS	294,500-				
	5% CONT	15,500-				
	TOTAL	310,000	-0-	310,000	<122,000>	188,000
#9	SPACE PARTITIONS	160,000	-0-	160,000	-0-	160,000-
#10	SNACK BAR EQUIPMENT	60,000	-0-			
	OH & P 12%	82,960				
	ESCAL 11%	92,080		96,690	-0-	96,690-
	CONT. 3%	96,690				
	TOTAL	6,241,282-	<633,27>	6,179,55-	<993,105>	5,184,851-

2/6

CONTRACT NO	SUMMARY ESTIMATE MODIFICATIONS	1		2		3		4	
						ALTERNATES	DESIGN OUTS		
#5	GENERAL - BUILDINGS					357992	31000 -		
	LANDSCAPING / REC. FIELDS								
	ALT #1 - Delete Rec Fields			137088 -					
	ALT #2 - General Campus			350000					
						407088			
#6	MECHANICAL - BUILDINGS					76706	32327 -		
#7	ELECTRICAL - BUILDINGS					46009			
#8	ROADS & LOTS								
	ALT #1 - Delete Bldg #5 Lot					122000 -			
	TOTAL					1089795 -	63327 -		

	1	2	3	4
	ARCHITECTURAL MODIFICATIONS (Re: CPMI 11-20-79 Estimate)	BLDG #1	BLDG #5	ALTERNATE
				DESIGN OUT
1.	VATIC in lieu of Quarry Tile	2700 SF @ 2 <sup>nd</sup> / SF = 5953	7701 SF @ 2 <sup>nd</sup> / SF = 16025	21978 -
2.	BUR in lieu of Membrane	31161 SF @ .50 = \$15580 + 824 SF @ .50 = \$412	52072 SF @ .50 = \$26,036 + 784 SF @ .50 = \$392	42420 -
3.	Delete gym Synthetic Floor	12160 SF @ 3 <sup>rd</sup> = \$36,500		36500 -
4.	Delete plaster soffits, change to MDO plywood - painted	3451 SF @ 1 <sup>st</sup> = 6053	1573 SF @ 1 <sup>st</sup> = 2153	8006 -
5.	Omit skylights - gym		8900	8900 -
6.	Delete painting exposed steel in gym & other areas		\$12478 @ .75 = \$9300 + 5643 SF @ .65 = \$3700	21728 -
1.	Paint in lieu of VF	1719 SF @ 1 <sup>st</sup> = \$1719 + 1188 SF @ 1 <sup>st</sup> = \$1188	378 SF @ 1 <sup>st</sup> = 378 + 1307 SF @ 1 <sup>st</sup> = 1307	11142 -
B.	Reduce window wall/glass	APPROX 75% total for both buildings		13000 -
9.	Delete folding doors	2900	2200	5100 -
10.	Delete pre-fab practice rooms		24000 -	24000 -
11.	Delete lockers		9900	9900 -
12.	Delete locker benches		2100	2100 -
	SUBTOTAL			183760 -
				21000





5/6

		1	2	3	4
MECHANICAL MODIFICATIONS (RE: EE 11-29-19 REVISIONS)		BLDG #1		ALTERNATE	DESIGN OUT
1.	No				
2.	Delete hot water circulation	1000-			1,000-
3.	No				
4.	No				
5.	Delete A.C. in Storage Rooms	2880-			2880-
6.	Ceiling diff vs/ linear diff.	4485-			4485-
7.	Toilet exhaust	730-			730-
8.	No				
9.	No				
10.	No				
11.	No				
12.	PVC piping in lieu of cast iron	1000-			1,000-
13.	Eliminate automation	28131-		28131-	
		BLDG #5			
1.	No				
2.	No				
3.	No				
4.	Delete snack bar equip. hook up		1200-	1200-	
5.	Combine AC units 3 & 4		3000		3000-
6.	No				
7.	Delete A.C. in Storage Rooms		1950		1950-
8.	Delete A.C. in Toilet Rooms		1230		1230-
9.	No				
10.	Delete hot water circulation		2500		2500-
11.	Toilet exhaust		1460		1460-
12.	No				
13.	No				
14.	No				
15.	PVC piping in lieu of cast iron		2500		2500-
16.	Eliminate automation		24615	24615-	
SUBTOTAL				53946-	22135-
OVERHEAD & PROFIT (22%)				65814-	21738-
ESCALATION (11%)				73054-	30788-
DESIGN CONTING (5%)				76706-	32327-

10/6

		1	2	3	4
ELECTRICAL MODIFICATIONS (RE: EE 11-21-79 REVISIONS)		BUDG #1		ALTERNATE	DESIGN OUT
1.	Reduce quality of 2x4 fixtures.	7590 -		7590 -	
2	" " " 1x4 "	413 -		413 -	
3	No				
4	Delete P.A. System	7941		7941 -	
5	No				
			BUDG #5		
1.	Reduce quality of 2x4 fixtures		4738	4738 -	
2	" " " 1x4 "		175	175 -	
3	No				
4	No Change				
5	No				
6.	Delete P.A. System		10000	10000	
7	" Sound system - lounge		1500	1500	
8	No				
SUBTOTAL				32357 -	
OVERHEAD & PROFIT (22%)				39476 -	
ESCRIPTION (11%)				43818 -	
DESIGN CONTING (5%)				46009 -	

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40

DMACC IIIA PARTS 5, 6, 7, 8, 9 & 10  
 12-17-79  
 CONTRACT ANALYSIS

<u>Contract</u>	<u>Base Bid</u>	<u>Alternates</u>	<u>Net</u>
#5 General - Building	\$3,513,122	\$261,302	\$3,251,820
- Landscaping/Rec Fields	487,088	487,088	-0-
Total	<u>\$4,000,210</u>	<u>\$748,390</u>	<u>\$3,251,820</u>
#6 Mechanical - Buildings & Site	\$ 965,713	\$ 76,706	\$ 889,007
#7 Electrical - Buildings & Site	\$ 645,343	\$ 46,009	\$ 599,334
Total - Buildings Only Contracts 5, 6 & 7	\$5,611,266	\$871,105	<span style="border: 1px solid black;">\$4,740,161</span>
#8 Roads & Lots	\$ 310,000	\$122,000	\$ 188,000
#9 Space Partitions	<u>\$ 160,000</u>	-0-	<u>\$ 160,000</u>
Total - Contracts 5, 6, 7, 8, 9	\$6,081,265	\$993,105	\$5,088,160
#10 Snack Bar Equipment (Auxillary Fund)	\$ 96,690	-0-	\$ 96,690

COST ESTIMATE VERSUS BUDGET RATIONALE

A. DMACC IIIA Parts 5, 6, 7, 8, 9, and 10  
December 17, 1979

BUDGET VERSUS ESTIMATE RATIONALE

<u>1. Summary</u>	<u>Budget 12/8/78</u>	<u>Estimate 12/12/79</u>
Support Services Building	\$1,645,000	\$1,972,809 (20%)
Student Services Building *	2,620,000	3,248,059 (24%)
Roads & Lots	235,000	310,000 (32%)
Landscaping & Rec Fields	350,000	487,088 (39%)
Space Partitions		160,000 (100%)
	<u>\$4,850,000</u>	<u>\$6,177,955 (27%)</u>

\* Includes kitchen equipment of \$96,690

<u>2. Basic Assumption and Conditions 12/8/78</u>	<u>Present</u>
a. Inflation Rate at 10% Year	15%/Year
b. Award Contract 12/79	3/80
c. Cost Source = Means +15% = \$48.50/SF Student Services	\$59.60/SF
Means +15% = \$54.00/SF Support Services	\$62.03/SF
d. Area: Student Services = 53,000 SF	54,500 SF
Support Services = 30,000 SF	31,800 SF
e. No Drawings	Drawings
f. Site: Landscaping Allowance	Design
Parking Allowance of \$600/Space	Improved Design

<u>3. Support Services Building</u>	
a. Budget 12/8/78 - 30,000 SF @ \$54/SF =	\$1,620,000
Equipment	25,000
	<u>\$1,645,000</u>
b. Adds:	
1. Additional Inflation: 25% actual - 15% projected =	
10% increase	164,500
2. Award of Contract: 15% x 3/12 = 3.75%	62,000
3. Additional Area: 1800 SF @ \$62.03/SF	111,654
4. Sprinkler	48,195
	<u>\$2,031,349</u>
c. Present Estimate: 31,800 SF @ \$62.03/SF	\$1,972,809

<u>4. Student Services Building</u>	
a. Budget 12/8/78 - 53,000 SF @ \$48.50/SF =	\$2,570,000
Equipment	50,000
	<u>\$2,620,000</u>
b. Adds:	
1. Additional Inflation: 25% actual - 10% projected =	
10% increase	262,000
2. Award of Contract: 15% x 3/12 = 3.75%	98,000
3. Additional Area: 1500 SF @ \$59.60/SF	89,400

4. Sprinkler System	\$ 37,800
5. Difference in Equipment Allowance: \$169,050 estimate - \$50,000 allowance	119,050
6. Additional Deep Foundations: \$70,000	70,000
	<u>\$3,296,250</u>
c. Present Estimate: 54,500 SF @ \$59.60/SF	\$3,248,059
<u>5. Drives and Parking Lots</u>	
a. Budget 12/8/78 = 200 spaces @ \$600/space Drive to Support Services Building	\$ 120,000 115,000
	<u>\$ 235,000</u>
b. Adds:	
1. Additional Inflation - 10% increase	\$ 23,500
2. Award of Contract - 3.75% increase	8,800
3. Support Services Lot Designed with Curbs Islands and Plantings for Better Appearance - 57 @ \$600	34,200
	<u>\$ 301,500</u>
c. Present Estimate	\$ 310,000
<u>6. Landscaping and Rec Fields</u>	
a. Budget 12/8/78	
1. Mall	\$150,000
2. Landscape Materials	100,000
3. Rec Fields & Misc. Costs	<u>100,000</u>
	\$ 350,000
b. Adds:	
1. Additional Inflation - 10% increase	35,000
2. Award of Contract - 3.75% increase	13,125
3. Quality and Quantity of Surfaces and Plant Materials	88,963
	<u>\$ 487,088</u>
c. Present Estimate	\$ 487,088
<u>7. Urban Campus Building Costs</u>	
a. Low Bid May 1979 = \$56.24/SF	
b. Inflated to March Bid 1980 - \$62.15/SF	

PROJECT TIME SCHEDULE

January 14, 1980	Status Report to Board
March 10, 1980	Presentation of Contract (Bid) Documents and Final Estimate to the Board (Regular Board Meeting)
April 23, 1980	Bids due for Contracts 5, 6, 7, 8, 9 and 10
April 28, 1980	Award Contracts (Special Board Meeting)
May 1, 1980	Start of Construction Period
December 1, 1981	Occupancy

Claims and Accounts is on file in office of  
ASSISTANT TO THE PRESIDENT.



## DES MOINES AREA COMMUNITY COLLEGE

## CASH POSITION REPORT

January 31, 1980

	General, Agency Auxiliary, Scholarship, and Loan Funds	Special Plant Fund	Voted Tax & Sinking Fund
	<u>ANKENY STATE</u>	<u>BANKERS TRUST</u>	<u>BANKERS TRUST</u>
<u>CASH IN BANK (CHECKING ACCOUNT)</u>			
Fwd. January 1, 1980	\$ (66,691.71)	\$ 38,431.42	
Receipts January 1980	1,628,831.52	252,073.46	
Disbursements January 1980	<u>1,728,769.09</u>	<u>259,173.40</u>	
Cash in Bank January 31, 1980	\$ (166,629.28) (A)	31,331.48	
<u>DEPOSITS:</u>			
<u>CERTIFICATES OF DEPOSIT:</u>			
% Due 4-30-80 (Ankeny-Student U.)	20,000.00		
% Due 6-16-80 (Urban Student U.)	6,368.18		
% Due 2-14-80	200,000.00		
% Due 2-29-80	950,000.00		
% Due 3-31-80	200,000.00		
Plus Interest and Due Dates		1,467,000.00	
% Due 2-15-80		30,000.00	
% Due 2-15-80		285,000.00	
% Due 3-14-80		125,000.00	
% Due 4-15-80		130,000.00	
% Due 5-15-80		375,000.00	
% Due 7-17-80		335,000.00	
% Due 8-15-80		250,000.00	
% Due 9-15-80		340,000.00	
% Due 11-15-80		165,000.00	
Plus Due 6-30-80			\$767,000.00
Savings Account/General	168,528.78		
Sinking Fund/General Activities/Savings	5,729.07		
Sinking Fund/Savings			78,105.30
Flow Acct. Savings/Ank. State	<u>                    </u>	<u>2,593.00</u>	<u>                    </u>
<u>CASH INVESTMENTS</u>	\$1,550,626.03	\$3,504,593.00	\$845,105.30
<u>CASH IN BANK</u>			
<u>INVESTMENTS</u>	<u>1,383,996.75</u>	<u>3,535,924.48</u>	<u>845,105.30 (B)</u>

## notes:

(A) Deficient Balance represents outstanding checks which have not cleared the Bank. Daily deposits being made directly into Savings Account with transfers made from Savings to Checking for amount of checks cleared at Bank on daily basis.

(B) Next loan payment from Sinking Fund due 6-30-80 for \$1,531,320.00.

DES MOINES AREA COMMUNITY COLLEGE  
Regular Meeting  
Monday, December 10, 1979  
Maple Buffet, 1607 North Lincoln, Knoxville, Iowa

AGENDA

6:00 P.M. DINNER - MAPLE BUFFET, KNOXVILLE, IOWA

6:45 P.M. CALL TO ORDER

1. APPROVAL OF TENTATIVE AGENDA
2. PUBLIC COMMENTS
3. APPROVAL OF MINUTES - November 12 regular meeting
4. REPORTS
  - a. ICASB - Rowen
  - b. Area Supts. - Lowery
  - c. Highway 415 project - Lowery & Zuck
  - d. Monthly financial - Snyders
5. NEW BUSINESS
  - a. Personnel report.
  - b. Appointment of Sandra Leggett, R.D.H., Des Moines, to Dental Hygiene Advisory Committee for 3 year term. This is an addition.
  - c. Personnel policies (new and revised) - 2nd reading.
  - d. Consideration of offers to purchase student constructed house located at 1202 SE Reo, Ankeny (listed at \$84,000).
  - e. Set parameters for the 1980-81 contract.
6. PRESENTATION OF CLAIMS AND ACCOUNTS
7. ADJOURNMENT

RECEIVED

DEC 14 1979

DEPT. 10 PRESIDENT

JOINT MEETING OF BOARDS OF DIRECTORS  
OF  
HEARTLAND AREA EDUCATION AGENCY  
AND  
DES MOINES AREA COMMUNITY COLLEGE  
Wednesday, December 5, 1979  
Heartland Education Agency  
1932 S. W. Third Street  
Ankeny, Iowa  
4:00 P. M.

P R O P O S E D A G E N D A

Cooperative planning for Human Relations In-Service Training Course

Joint planning for In-Service Training Seminar for clerical personnel

Short demonstration of Video Disc Equipment

RECEIVED

DEC 4 1979  
ASST. TO PRESIDENT