

Des Moines Area Community College

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Board of Directors Meeting Minutes

12-10-1979

Board of Directors Meeting Minutes (December 10, 1979)

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

REGULAR MEETING

10 DECEMBER 1979

The regular meeting of the Des Moines Area Community College Board of Directors was held at the Maple Buffet, 1607 North Lincoln, Knoxville, Iowa. The meeting was called to order by Board President Eldon Leonard at 6:45 p.m.

ROLL CALL

Members present:

Raymond Clark Eldon Leonard Walter A. Stover, Jr.
Murray Goodman Theodore Nemmers
Walter Hetzel Jasper Risdal

Others present:

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

APPROVAL OF
AGENDA

It was moved by M. Goodman, seconded by T. Nemmers, that the tentative agenda be approved.

Motion passed unanimously.

APPROVAL OF
MINUTES

It was moved by W. Hetzel, seconded by J. Risdal, that the minutes of the regular board meeting of 12 November 1979, be approved as presented.

Motion passed unanimously.

FINANCIAL
REPORT

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

PERSONNEL
ACTIONS

It was moved by W. Stover, seconded by R. Clark, that personnel actions be approved as follows:

Contract
Changes

- a. OWANA GREENFIELD, Instructor
From \$17,298 annual to \$17,967 annual
From Lane 315-level 0.0 to Lane 315-level 1.0
Effective 26 November 1979
- b. SUSAN SHERRARD LOGSDON
From 12-months full-time to 9-months full-time
Effective 3 December 1979

Resignations

- a. JEAN COOK, Supervisor, Duplicating
Effective 26 November 1979

Leave of Absence
Without Pay

- a. LINDA PEDERSON, Instructor, Fashion Merchandising
38 1/2 days, 4 January 1980 (noon) through
27 February 1980
- b. VERLE V. SMITH, Instructor, Auto Mechanics
6 days, 29 October, 2, 12, 19, 20, & 21 November 1979
- c. VENITA C. WELLS, Instructor, Medical Secretary
1 day, 26 November 1979

New Personnel

- a. ELIZABETH ROSE LENEHAN, Instructor, Career Ed, Health
Sciences
Lane 180-level 4.0, Salary \$12,769 annual
Effective 2 January 1980
- b. DENNIS G. HORNICK, Instructor, Student Life, MCEC
Lane 180-level 7.0, Salary \$14,373 annual
Effective 12 November 1979
- c. DIANE LEA POTTER, Instructor, Carrer Ed, Health Sciences
Lane 180-level 7.0, Salary \$17,967 annual
Effective 6 December 1979
- d. REBECCA S. SCHWIETE, Instructor, Student Life, MCEC
Lane 180-level 2.0, Salary \$11,700 annual
Effective 12 November 1979

Motion passed unanimously.

DENTAL HYGIENE
ADVISORY COMMITTEE

It was moved by T. Nemmers, seconded by M. Goodman, that
Sandra Leggett, R.D.H., be appointed to the Dental Hygiene
Advisory Committee for a three-year term.

Motion passed unanimously.

PERSONNEL
POLICIES

It was moved by J. Risdal, seconded by R. Clark, that the
personnel policies be accepted as presented for the second
reading. Attachment #2.

Motion passed unanimously.

STUDENT CON-
STRUCTED HOUSE,
1202 SE REO

There were no offers for the purchase of the student
constructed house at 1202 SE Reo, Ankeny.

PUBLIC COMMENTS

Board President Leonard asked the guests and interested
citizens to introduce themselves and make any comments
they wished regarding the college.

CLOSED SESSION

It was moved by T. Nemmers, seconded by M. Goodman, that the Board go into closed session to conduct a strategy meeting of a public employer as provided in section 20.17(3) of the Code of Iowa. A roll call vote was requested.

Ayes:

M. Goodman J. Risdal E. Leonard
W. Hetzel R. Clark
T. Nemmers W. Stover

Nayes:

None

Motion passed unanimously at 7:30 p.m.

OPEN SESSION

At 8:55 p.m. it was moved by T. Nemmers, seconded by W. Hetzel, that the Board return to open session.

Motion passed unanimously.

CLAIMS AND ACCOUNTS

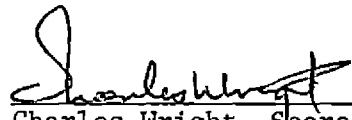
It was moved by R. Clark, seconded by M. Goodman, that the claims and accounts be approved as presented. Attachment #3

Motion passed unanimously.

ADJOURNMENT

It was moved by T. Nemmers, seconded by W. Hetzel, that the meeting be adjourned.

Motion passed unanimously and the meeting was adjourned at 9:00 p.m.


Charles Wright, Secretary


Eldon Leonard, President

DES MOINES AREA COMMUNITY COLLEGE
CASH POSITION REPORT
November 30, 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>IN BANK (CHECKING ACCOUNT)</u>			
Fwd. Nov. 1, 1979	\$ (153,477.87)	\$ 27,196.67	
Receipts Nov. 1979	1,506,528.99	241,006.32	
Disbursements Nov. 1979	<u>1,478,525.13</u>	<u>232,756.69</u>	
in Bank Nov. 31, 1979	\$ (125,474.01)A	35,446.30	
<u>DEBITMENTS:</u>			
1. Agree., 13.25% Due 12-21-79	\$ 950,000.00		
2. Agree. - Open End		\$ 100,000.00	
3. 5 % Due 4-30-80	20,000.00		
4. 5 % Due 6-16-80	6,368.18		
5. 5 % Due 12-21-79	100,000.00		
6. 5 % Due 12-17-79		1,617,000.00	
7. 5 % Due 2-15-80		280,000.00	
8. 5 % Due 7-17-80		285,000.00	
9. 5 % Due 4-15-80		335,000.00	
10. 5 % Due 8-05-80		130,000.00	
11. 75% Due 1-16-80		250,000.00	
12. 5 % Due 3-14-80		150,000.00	
13. 5 % Due 5-15-80		125,000.00	
14. 5 % Due 9-15-80		375,000.00	
15. 5 % Due 6-30-80		340,000.00	\$479,000.00
16. 5 % Due 12-31-79			100,000.00
17. Savings Account/General	319,141.62		
18. Student Activities/Savings	5,653.77		
19. Sinking Fund/Savings			88,631.58
20. Savings Acct. Ank. State		<u>89,619.43</u>	
<u>INVESTMENTS</u>	\$1,401,163.57	\$4,076,619.43	\$667,631.58
<u>CASH IN BANK</u>			
<u>DEBITMENTS</u>	<u>\$1,275,689.56</u>	<u>\$4,112,065.73</u>	<u>\$667,631.58 (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 12-31-79 for \$96,320.00.

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TITLE: Personnel

Statement of Guiding Principles

The Goal of the Board of Directors is to provide an educational program of the highest quality possible. Success in obtaining this goal is dependent in large measure upon the competency of the professional staff and those who serve in direct supporting positions to the instructional program of the Des Moines Area Community College.

It shall be the policy of the Board of Directors to approve all full-time professional personnel only upon the recommendation of the Chief Executive Officer.

Language in any bargaining agreement to which Des Moines Area Community College may be a party shall govern without regard to these policies except that where it is held that said language is not complete these policies shall be used to complete the meaning of said language.

The Chief Executive Officer will maintain operating procedures to implement Board policies.

BOARD ADOPTION: May 14, 1976

LEGAL REFERENCE: 280A.23(5)

Rev. 12/10/79

SERIES NUMBER: 402

TITLE: Employee Classification
Classification System

The Chief Executive Officer shall maintain a classification system for all personnel commensurate with the duties and functions of the employees.

BOARD ADOPTION: May 14, 1976

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

TITLE: Professional Personnel (Faculty and Staff)

Continuing Contracts

Continuing contracts are issued for a fiscal year (July 1 - June 30), or for a specific time period during the fiscal year, to faculty and administrative staff as required by The Code of Iowa.

The procedures followed shall be those outlined in The Code of Iowa.

BOARD ADOPTION: May 14, 1976

Rev. 10/8/76, 2/14/77

Rev. 12/10/79

LEGAL REFERENCE: 279.13-.25

TITLE: Professional Personnel (Faculty and Staff)

Contracts

Contracts with professional personnel shall be in writing and shall state the length of time the contract is in force, the compensation per work day, and per month, and the schedule of payment.

Individual contracts shall be subject to the policies of the Board and the laws of the state. Such contracts shall be approved by the Board, signed by both parties and filed with the Secretary of the Board.

BOARD ADOPTION: May, 1975
Rev. 5/15/76
Rev. 12/10/79

LEGAL REFERENCE: 279.13-.25
280A.23(4)

SERIES NUMBER: 408

TITLE: Professional Personnel (Faculty and Staff)

Certification and Registration

All personnel occupying positions that require certification by statute or the Department of Public Instruction must submit a certificate as evidence that they meet certification requirements.

BOARD ADOPTION: May 14, 1976

Rev. 12/10/79

LEGAL REFERENCE: 260.20

294.1

TITLE: Professional Personnel (Faculty and Staff)

Evaluation

The Board of Directors shall endeavor to employ, retain, and advance highly qualified professional personnel. The administrative and supervisory staff shall evaluate the services of the professional personnel and place a record of such evaluations in the central personnel file for each individual, with a minimum of one evaluation per fiscal year.

BOARD ADOPTION: May 14, 1976

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

279.14

TITLE: Professional Personnel (Faculty and Staff)

Substitutes

Personnel serving on a substitute or temporary basis in Des Moines Area Community College shall be certificated for the positions which they are to fill. Substitutes shall be paid on a daily rate for their services.

BOARD ADOPTION: May 14, 1976

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

260.19

TITLE: Professional Personnel (Faculty and Staff)

Tutoring

Professional personnel shall not render tutorial services for pay to students of Des Moines Area Community College enrolled in classes in the personnel's academic area.

No facilities, equipment or materials of the college shall be used for tutoring pupils not a part of the regular program of Des Moines Area Community College.

BOARD ADOPTION: May 14, 1976

LEGAL REFERENCE: 280A.23(4,5)

Rev. 12/10/79

TITLE: Professional Personnel (Faculty and Staff)

Sabbatical Leave

Full-time (twelve months) faculty, administrative and professional services staff may take leave with pay, with the approval of the Chief Executive Officer, or his designee. This leave is earned at the rate of ten days per year of service. Professional improvement may consist of college work, industrial schools, travel, or work experience in industry directly related to the position or for the benefit of the institution. It must be approved in advance by the Chief Executive Officer.

Professional leave, to the extent that it can be earned during the current contract year, may be granted in advance when required to meet certification requirements or complete a degree; but no more than thirty days will be granted during a three year period. In all other circumstances professional leave with pay will only be granted after it has been accrued. The salary of persons leaving the system who have used more leave than earned on a pro-rated basis will be adjusted accordingly.

BOARD ADOPTION: July, 1970

LEGAL REFERENCE: 280A.23(4,5)

Rev. 5/14/76

Rev. 12/10/79

SERIES NUMBER: 426

TITLE: Professional Personnel (Faculty and Staff)

Part-time Instructional Salaries

The Board shall annually establish the hourly rates to be paid to part-time professionals who provide instructional services to the college.

BOARD ADOPTION: May, 1975

Rev. 5/14/76

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4)

TITLE: Classified Personnel

Evaluation

The Chief Executive Officer shall be responsible for the continuous evaluation of the regular classified employees of the district.

Supervisors of such classified employees shall submit evaluations in writing to the Chief Executive Officer for each employee annually and prior to the offer of an employment agreement for the ensuing year or period of employment.

BOARD ADOPTION: May 14, 1976

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4)

TITLE: Classified Personnel

Dismissal

The Chief Executive Officer of Des Moines Area Community College shall have the authority to suspend the services of any classified employee. All recommendations for dismissals for cause must first be reviewed by the Chief Executive Officer. At the meeting of the Board of Directors, action shall be taken by the Board as to whether or not the employee shall be reinstated or dismissed. The employee shall have the right to a hearing before the Board upon request.

See also Board Policy number 304(12).

BOARD ADOPTION: May 14, 1976

LEGAL REFERENCE: 280A.23(4,5)

Rev. 12/10/79

TITLE: College EmployeesRecruitment and Selection

Recruitment and selection of the personnel for Des Moines Area Community College shall be the responsibility of the Chief Executive Officer. In the discharge of this responsibility, the Chief Executive Officer shall make use of such other administrative and supervisory staff members as may be both practical and effective.

Selection shall be based on the following factors:

1. Criteria established for the vacant position
2. Training and certification
3. Demonstrated professional competency
4. Suitability for the position
5. Affirmative action guidelines

Selection shall be based upon the merits of the candidates without regard to their color, race, religion, sex, age, handicap, marital status, or membership in an employee organization.

BOARD ADOPTION: May 14, 1976LEGAL REFERENCE: 280A.23(4,5)Rev. 12/10/79

TITLE: College Employees

Salary Administration Program

The Board of Directors of Des Moines Area Community College shall establish a salary administration program for all personnel within Des Moines Area Community College.

This program shall be subject to annual review and modification by the Board upon recommendation of the Chief Executive Officer.

BOARD ADOPTION: May, 1975

Rev. 5/14/76

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

TITLE: College Employees

Employment and Assignment of Relatives

No relative may be assigned within the same program or under the supervision, direct or indirect, of a relative. No relative of a department head or higher level shall be eligible for employment except by approval of the Chief Executive Officer.

Relatives shall be defined to include: spouse, children, father, mother, sisters, and brothers.

BOARD ADOPTION: September, 1974

Rev. 9/75, 5/14/76

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

TITLE: College Employees

Personnel Records

All personnel records shall be kept and preserved by the Department of Personnel. Employee personnel records shall be retained ten years after termination.

Personnel records shall be held in confidence, with access limited to the individual employee, the Director of Personnel and his/her confidential staff, and supervising administrators. Requests by other persons or agencies for information, other than public employee information, contained in an employee's personnel file will not be honored unless the employee has signed a permissive release or the information is subpoenaed by the courts.

BOARD ADOPTION: May 14, 1976

Rev. 12/10/79

LEGAL REFERENCE: 68A.7(11)

622.10

280A.23(5)

TITLE: College Employees

Duty Days

All college personnel, with the exception of hourly paid employees, are responsible for the number of duty days specified in their respective employment agreements. For faculty and instructional support staff this includes all student contact and in-service days specified on the current college calendar. For other employees the number of duty days shall be specified in their contract.

In the event of unusual circumstances, such as excessive snow days, epidemics, and other acts of God which close the college operations, it may be necessary to schedule make-up days for the students' educational benefit. In no case, however, will the beginning & terminal dates of an employment agreement be violated.

BOARD ADOPTION: May, 1975

LEGAL REFERENCE: 280A.23(4,5)

Rev. 5/14/76

Rev. 12/10/79

TITLE: College Employees

Office Hours

All administrative offices will be staffed from 8:00 a.m. until 5:00 p.m., Monday through Friday. The assignment of personnel to hours other than 8:00 to 5:00 will be determined by the needs of the program of the institution.

Administrative, Supervisory, Office and Maintenance Personnel:

Normally 8:00 a.m. to 5:00 p.m. with flexibility to adjust schedules to meet institutional needs.

Instructional Personnel, Counselors, Librarians and Media Specialists

Personnel may be assigned a schedule at anytime between hours of 7:00 a.m. and 10:00 p.m.

Part-time Instructors (Day and Evening): They should make themselves available to students for conferences at a time best suited for their students.

The instructor will keep his/her office hours posted and will be available for students whose schedules allow use of the posted hours.

BOARD ADOPTION: September, 1979

Rev. 5/14/76

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

TITLE: College Employees

Physical Exams

All applicants for employment must declare in writing their state of physical health as part of the application process, but a physical examination will not normally be required.

The administration may request any employee to have a physical examination if it appears that the person's physical welfare is impairing his/her performance or may be detrimental to the health of others.

Food Service employees shall be required to take physical examinations upon initial employment and annually thereafter. These physicals shall include a chest x-ray and stool examination.

School bus drivers must have an annual physical examination and meet all established requirements for physical fitness.

Physical examinations which are required by the college shall be at the expense of Des Moines Area Community College.

BOARD ADOPTION: May 14, 1976

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

170.26

321.375

TITLE: College Employee

Assignment and Transfer

The Chief Executive Officer shall assign and/or transfer all personnel from one position to another for which they are qualified. The Chief Executive Officer may also assign and/or transfer personnel to any location within the college district. All such changes shall be made with full knowledge of all parties related to the reassignment or transfer.

BOARD ADOPTION: May 14, 1976

LEGAL REFERENCE: 280A.23(4,5)

Rev. 12/10/79

TITLE: College Employees

Insurance

Group health and term life/accident insurance premiums may in part, or in full, be provided as a fringe benefit to regular full-time and part-time employees. The amount which Des Moines Area Community College will contribute shall be determined annually by the Board of Directors.

BOARD ADOPTION: May, 1975
Rev. 5/14/76
Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)
279.12

TITLE: College Employees

Vacations

Faculty and Administrative Staff

Full-time instructional staff are entitled to any paid vacation days designated on the Board-approved college calendar which fall within the inclusive dates of the instructor's contract of employment. A regularly contracted part-time instructor must carry the equivalent of a one-half normal teaching load to qualify for vacation benefits. All faculty, full or part-time, must take their vacation days as specified on the college calendar, unless stipulated otherwise as a condition of employment (eg., CIVEC, Counseling, Adult). Early termination of a contract will constitute forfeiture of vacation days falling in the unfulfilled portion of the contract.

Administrative staff are not subject to the college calendar, but shall accrue 1 2/3 vacation days per month to be taken only with approval of the appropriate supervisor.

Vacation days taken but not earned will be charged to employees who are terminated at other than their regular contract termination date.

Classified and Support Staff

All full-time regular employees who were on duty prior to July 1, 1975, will accrue and are entitled to four weeks (20 working days) paid vacation annually, which is accrued on the basis of 1 2/3 days per month.

Full-time regular employees hired July 1, 1975, and thereafter, will accrue and are entitled to three weeks (15 working days) paid vacation annually, which is accrued on the basis of 1 1/4 days per month. On the fifth-year anniversary date of the employment, the employee will qualify to begin accruing vacation on the basis of 1 2/3 days per month.

Other regular full and part-time employees under contract who work on a schedule of less than twelve months or who work a minimum of twenty (20) hours per week will earn vacation time on the basis of 1 1/4 days per month prorated in direct ratio to actual hours worked.

General Conditions

For all employees not required to take vacation days as designated on the college calendar accrued vacation must be used not more than two months after the end of the fiscal year following the fiscal year in which it was earned.

BOARD ADOPTION: July, 1970

LEGAL REFERENCE: 280A.23(4,5)

Rev. 6/75, 5/14/76

Rev. 12/10/79

TITLE: College Employees

Sick Leave

All regular full and regular part-time employees, after the effective date of their contract and having reported for duty, will be credited fifteen (15) days sick leave for personal illness or injury with full pay accrued at the rate of one and one-fourth (1 1/4) days per month. Sick leave for employees working at least one-half time, but less than full-time shall be prorated by a ratio based upon their individual contract. The sick leave provisions only apply to personal illness or injury. An employee may be approved to use sick leave to assist members of the immediate family who have a serious illness. Immediate family shall mean spouse, children, parents, brothers, sisters or comparable in-laws. Unused days shall be cumulative to a maximum of one hundred (100) days. A doctor's statement is required for absences due to illness beyond four (4) days. Disabilities to female employees caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are considered temporary disabilities or illnesses and will be treated as such under the sick leave provision. Sick leave days taken but not earned will be charged to employees who are terminated at other than their regular contract termination date.

BOARD ADOPTION: July, 1970

Rev. 5/14/76, 11/8/76

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

279.40

TITLE: College EmployeesPersonal Business Day

A full-time employee may be granted one (1) day (non-cumulative) with pay for personal business leave each fiscal year. To be eligible for such leave, the employee shall have written approval from his supervising administrator.

BOARD ADOPTION: June, 1975LEGAL REFERENCE: 280A.23(4,5)Rev. 5/14/76, 11/8/76Rev. 12/10/79

TITLE: College Employees

Bereavement Leave

All regular full and regular part-time employees, after the effective date of their contract and having reported for duty, may have approved a maximum of three (3) days leave with pay to attend a funeral of a member of the immediate family. Immediate family shall mean spouse, children, parents, brothers, sisters, grandparents, aunts, uncles, and comparable in-laws.

Bereavement leave is non-cumulative.

BOARD ADOPTION: July, 1970

LEGAL REFERENCE: 280A.23(4,5)

Rev. 5/14/76, 11/8/76

Rev. 12/10/79

TITLE: College Employees

Holidays

Nine holidays are provided annually for 12-month employees, as specified in the current Board approved College Calendar received with the contract of employment.

BOARD ADOPTION: July, 1970

Rev. 5/14/76

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

TITLE: College Employees

Jury Duty

When an employee is required to serve on a jury, the absence from work for this reason will be excused without loss of pay. The jury duty pay received by the employee must be turned in to the Business Office or an equivalent amount deducted from the regular monthly wage. Employees are expected to report back to their working assignment during a normal work day when their presence is not required by the court.

BOARD ADOPTION: May 14, 1976
Rev. 11/8/76
Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

TITLE: College Employees

Military Leave

An employee granted a military leave of absence shall be eligible to return to a position in the district with annual increments equivalent to the number of years spent in the service of the United States of America.

Full-time employees who are members of the National Guard or any organized reserve of the Army, Navy, Marine Corps, Coast Guard, or Air Force which requires periods of training are permitted to be absent from work for the purpose of receiving military training for a period not to exceed thirty (30) days in any one calendar year. Such absences are allowed in addition to regular vacation and will be taken without loss of pay for the period of military leave so allowed.

BOARD ADOPTION: _____

December 10, 1979

LEGAL REFERENCE: 280A.23(4,5)

TITLE: College EmployeesLeave of Absence Without Pay

With the Chief Executive Officer's approval, a leave of absence without pay, not to exceed twelve (12) months, may be granted to full-time & regular part-time professional employees with at least three (3) consecutive years with the college for purposes of professional development. Further, full-time & regular part-time employees with special personal or medical problems may be granted leave without pay not to exceed twelve (12) months.

The Employer, in granting a leave of absence, implies that it will return the employee to employment if a vacancy exists for which the employee is qualified. The Employer will permit the employee to continue participation in the insurance programs at the employee's own expense, except when the employee enters other employment for pay during the leave. Upon return to employment, the accrued sick leave and experience credits earned prior to the leave shall be credited to the employee.

BOARD ADOPTION: May, 1973LEGAL REFERENCE: 280A.23(4,5,36)Rev. 5/76, 11/8/76Rev. 12/10/79

TITLE: College EmployeesPayroll Deductions

It shall be the policy of the Board of Directors that payroll deductions for insurance, annuity, investment, savings, not-for-profit organizations, and retirement plans may be made from the salaries of college employees provided that written application for such deductions shall be on file with the Secretary of the Board of Directors and provided the Chief Executive Officer has approved the payee of the deducted amount. Voluntary payroll deductions requested by the employee shall be made at the employee's risk; neither the Board of Directors of Des Moines Area Community College nor any of its employees shall be liable in any way for losses incurred by the employee in any program for which said employee requests a payroll deduction be made.

BOARD ADOPTION: May 14, 1976LEGAL REFERENCE: 280A.23(4,5)Rev. 12/10/79

TITLE: College Employees

Overtime Compensation (Classified, Support and Administrative Personnel)

Regular overtime hours worked may be compensated either in cash at the regular rate or in compensatory time, on the basis of one hour per each hour worked.

Emergency overtime hours will be compensated at the rate of one and one half times the regular hourly rate of pay of the employee.

BOARD ADOPTION: December 12, 1977

LEGAL REFERENCE: 280A.23(4)

Rev. 12/10/79

TITLE: College Employees

Employment Outside of College

Employees should not engage in any outside employment which will in any way interfere with their ability to carry out their college assignment. In no case may anyone accept outside employment during any period of the day when he/she is on duty with the college.

BOARD ADOPTION: September, 1970
Rev. 5/14/76
Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

TITLE: College Employees

Political Activity and Political Leave

No employee or external party may use college facilities, equipment, supplies or other resources for political gain or campaign purposes.

An employee may not participate in political campaigns during the time when the employee is on duty with the college.

The following activities, and other similar activities, are prohibited on the property under the jurisdiction of the Board: posting of political circulars or petitions; solicitation for campaign workers; and the collection of and/or solicitation for campaign funds. Campaigns for the purpose of student elections and elections held at the direction of the Board are excluded from these prohibited activities.

An employee may be granted a leave of absence without pay in order to participate in a campaign for, or to hold, political office upon recommendation of the Chief Executive Officer.

BOARD ADOPTION: May 14, 1976

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

740.13-.18

TITLE: College EmployeesPatents and CopyrightsGeneral Statement

Any member of the staff or student community of Des Moines Area Community College who produces inventions, educational materials or media for publication or production shall, with the exclusions specified in Sections B and C below, maintain the full rights for that copyright or patent and further, any royalties or profits resulting from said publications or product shall belong solely to that student, faculty, or staff member.

Special Support Provided by the College

In those cases in which the College provides support of work which leads or may lead to the production of inventions, copyrightable materials or media, the College and the particular staff member(s) and/or student(s) shall enter into a contractual copyright/patent agreement concerning the resulting rights prior to the commencement of the support. Support by the College is defined by the following four conditions:

1. RELEASED TIME - Reduction in normal teaching or administrative duties to develop new courses, inventions, materials, or media.
2. EMPLOYMENT - With the particular specification in the job description or employment agreement indicating development of new inventions, materials or media, where such development is a prescribed duty.
3. EXTRA PAY - Additional remuneration or grant by the College for a project the purpose of which is the development of inventions, materials or media.
4. FACILITIES USE - Individuals who, on non-duty time, use special college facilities or equipment for the production of an invention or copyrightable product.

Outside Grants or Fundings

If inventions, materials or media in question are created by virtue of a special grant made to the College by an outside funding agency contracting with the College, and where the terms of the grant are those covered by Section "B", an apportionment of rights or a retention of the rights by the College shall be arranged

BOARD ADOPTION: May 14, 1976LEGAL REFERENCE: 280A.23(4,5,7)Rev. 12/10/79

TITLE: College Employees

Patents and Copyrights

by the Chief Executive Officer and/or such individuals whom the Chief Executive Officer may designate acting at the time the grant or award is made with the advice and counsel of an ad hoc College Copyright/Patent Committee.

D. Copyright/Patent Committee

An ad hoc Copyright/Patent Committee shall be appointed by the Chief Executive Officer and deal with the question of individual vs. college rights to patent and copyrights. The Committee shall be responsible for recommending action to the Chief Executive Officer. Should the Chief Executive Officer reject the recommendation of the Committee the Chief Executive Officer shall provide the committee with the reasons and if the Committee persists in its recommendation, the matter will be referred to the Board of Directors for action.

BOARD ADOPTION: May 14, 1976

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5,7)

TITLE: Professional Personnel (College Employees)
Resignations

Resignations shall be in writing and signed by the resigning party.

Appropriate notice is required.

Resignations of professional personnel must be approved by the Board
to become effective.

In the event a certified employee terminates employment without proper
release, the Chief Executive Officer is directed to advise the State Department of
Public Instruction for appropriate action by the Department.

BOARD ADOPTION: May 14, 1976

Rev. 12/10/79

LEGAL REFERENCE: 279.13.24

280A.23(4,5)

SERIES NUMBER: 486

TITLE: College Employees
Retirement

The retirement date for any employee of Des Moines Area Community College shall be on the 30th day of June following the employee's 70th birthday.

After retirement, personnel may be re-employed only on the basis of a limited term contract of twelve months or less, or on a part-time basis.

BOARD ADOPTION: May 14, 1976

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

TITLE: College Employees

Staff Reduction

When in the determination of the employer, it becomes necessary to reduce staff due to inadequate funding for positions, decreasing enrollment, curricular, departmental or program requirements or restructuring, or any other circumstance related to the educational goals of the institution, the employer shall indicate those employees to be terminated.

BOARD ADOPTION: November 8, 1976

LEGAL REFERENCE: 280A.23(4,5)

Rev. 12/10/79

TITLE: College Employees

Affirmative Action

It is the policy of Des Moines Area Community College to extend equal opportunities to all employees and to applicants for employment who meet the qualifications established for a class or a position for which the application is made. It is also the policy of this institution not to discriminate against any employee or applicant for employment on the basis of race, religion, sex, national origin, age, physical or mental handicap or disability.

Des Moines Area Community College shall have a Board-approved Affirmative Action Plan to assure continued compliance with the mandates of the Civil Rights Act of 1964, Executive Orders, and the Iowa Civil Rights Act.

BOARD ADOPTION: June, 1974

Rev. 5/14/76

Rev. 12/10/79

LEGAL REFERENCE: Title VI, VII(1964)

Title 41 CFR

Chapters 60, 601A.5

TITLE: College Employees

Employee Gift Policy

No member of the Board or employee of the Des Moines Area Community College will accept or solicit gifts from any person, group, or entity doing, or desiring to do, business with the college. All business-related gratuities are specifically prohibited, except nominal value advertising items widely distributed.

BOARD ADOPTION: September, 1974

Rev. 5/14/76

Rev. 12/10/79

LEGAL REFERENCE: 280A.23(4,5)

68B

Attachment #3 is in the Assistant to the President's office on file.

2 Joint Meeting of AEA 11 and
Des Moines Area Community
College Boards of Directors
December 5, 1979 - 4:00 P.M.
Heartland Education Agency, N

and Board Member, Ed Long, called the meeting to order at 4:00 P.M. Both Des Moines Area Community College and Heartland Education Agency had representation at the meeting.

Howery presented the minutes of the last quarterly meeting for approval.

Human Relations In-service Training

A session was held regarding the Human Relations in-service training program. The credit may be issued through Drake for a fee, although it was questioned if the course would be for graduate credit. Drake's present charge per credit hour is \$100 compared to a charge of \$14 per hour at DMACC.

Clerical Personnel Seminar

A session was held regarding the in-service training seminar for AEA 11 clerical personnel on December 11 and 14. A suggestion was made that all AEA 11 secretaries may benefit from this program. DMACC gives their secretaries ½ day per year for in-service.

Clark arrived at 4:15 P.M.

Education

Miller mentioned Dr. Gibson has suggested a joint study committee on the education of handicapped children who are near the age of twenty-one for whom the local district feels they have done all they can. A career vocational training program may be planned at the college. The local district can list the child and pay for it until the student is twenty-one. That money could be used for the program at DMACC.

Howery reported that they now have 13 wheelchair students, some of whom receive special help with written work also.

Miller suggested a committee be formed to report back in March on anything that would be feasible at DMACC. Someone from the college will contact Dr.

Gibson arrived at 4:20 P.M.

-over-

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Meeting Minutes
MACC & Heartland
September 5, 1979

Gibson reported there are now 470 students between the ages of 18-21 who are in weighted special education programs, and 2 students who are over 22. There are in residential facilities outside of Area 11 now. Voc Rehab could be added. DMACC has a full time Voc Rehab man on campus now.

There being no further business to come before the Boards, the meeting was adjourned at 4:45 P.M.

Respectfully submitted,

Linda Clemmens, Recording Secretary
Area Education Agency 11

DES MOINES AREA COMMUNITY COLLEGE
Regular Meeting
Monday, November 12, 1979 /
Building 2, Room 15, Ankeny Campus

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ASSIST. TO PRESIDENT

AGENDA

- M. CALL TO ORDER 6:30 P.M. DINNER - BLDG. #7
1. APPROVAL OF TENTATIVE AGENDA
 2. PUBLIC COMMENTS
 3. APPROVAL OF MINUTES - October 8 special and regular meeting
 4. REPORTS
 - a. ICASB - Rowen
 - b. Area Supts. - Lowery
 - c. Monthly financial - Snyders
 5. COMMUNICATION
 - a. Letter from the Ottumwa Board and distributed by Leonard Peetz concerning the lack of stability in the funding plan for the area colleges.
 6. NEW BUSINESS
 - a. Personnel report.
 - b. Approval of Public Service Employment contract between the Central Iowa Regional Association of Local Governments and DMACC for the period October 1, 1979 through September 30, 1980.
 - c. Approval to place student constructed house, located at 1202 SE Reo, Ankeny, for sale and establish listing price.
 - d. Approval to change depository bank from Ankeny State to Ankeny National, effective July 1, 1980 through June 30, 1982.
 - e. Approval to install automatic temperature setback equipment in buildings on lower campus to comply with President Carter's emergency building temperature restrictions.
 - f. Appointment of members to the following advisory committees:

Labor Studies	Culinary Arts
Dietetic Technician	Hotel & Restaurant Management
Bricklaying	Business Occupations (Vocational Skills).
 - g. Final acceptance of Phase IIIA, Part 2 (automotive bldg. #13 and diesel bldg. #14), and approval of final payment to Breiholz Const. Company. Final payment consists of \$119,516 (5% retainage) to be paid 30 days following acceptance, plus \$20,000 to be withheld until remaining work is completed.

6. NEW BUSINESS (continued)

- h. Final acceptance of the Boone storage building project, and approval of final payment to Hoffman Const. Company in the amount of \$2,685, to be paid 30 days following acceptance.
- i. Recommend approval of list of "Closed Specification" items (mechanical & electrical) for new building construction.
- j. Approval of Phase III tentative construction timetable, dated 10-29-79.
- k. Consideration of 1980-81 budget and dues scale for the Iowa Council of Area School Boards.
- l. Closing of college operations during winter vacation.
- m. Personnel policies (new and revised) - 1st reading.
- n. Approval of agreement between DMACC and Rehabilitation Education and Services Branch of the DPI for a full-time rehabilitation counselor and secretary on campus.
- o. Approval of service agreement between CIRALG and DMACC for the continuation of the class-size projects, with the exception of machine shop operations, effective October 1, 1979 through September 30, 1980.
- p. Acceptance of auditor's reports of Mid-Iowa Educational Computer Center for the period ending June 30, 1979.

7. OTHER

- a. Change in ICASB bylaws concerning annual meeting date.

8. PRESENTATION OF CLAIMS AND ACCOUNTS

9. ADJOURNMENT