

Des Moines Area Community College

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Board of Directors Meeting Minutes

3-12-1979

Board of Directors Meeting Minutes (March 12, 1979)

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DES MOINES AREA COMMUNITY COLLEGE
2006 S. Ankeny Boulevard
Ankeny, Iowa 50021

PUBLIC HEARING ON
PROPOSED BUDGET
FOR FY 1979-80

MARCH 12, 1979 The Board of Directors of the Des Moines Area Community College met in session in Building No. 2, Room 15, Ankeny campus, 2006 S. Ankeny Boulevard, Ankeny, Iowa, on March 12, 1979, for the purpose of a hearing on the budget estimate for FY 80, as filed with the Board at its February 20, 1979, meeting. The meeting was called to order at 5:30 p.m. by Board President Maurice Campbell.

ROLL CALL

Members Present: Maurice Campbell
Raymond Clark
Walter Hetzel
Eldon Leonard
Theodore Nemmers
Donald Rowen
Walter Stover, Jr.

Members Absent: Murray Goodman
Max Kreager

Others Present: Paul Lowery, Superintendent
Gene Snyders, Vice President, Business Management
and Board Secretary
Various other DMACC staff and interested residents

HEARING
PROCEEDINGS

The Board Secretary reported that the notice of the time and place of this budget hearing had, according to law and as directed by the Board, been published in the Des Moines Register newspaper on the 26th day of February, 1979.

The Board Secretary further reported that there were no written objections to the budget heretofore received.

PUBLIC COMMENTS

The Board President then called for any taxpayers present to indicate their desire to speak for or against said budget estimate. The following were recognized and commented as noted:

Donald Morden, Chairman, Metro Committee, Polk-Des Moines Taxpayers Association. Attachment #1 contains Mr. Morden's statement.

ADOPTION OF
BUDGET

Thereafter, and after hearing all taxpayers desiring to be heard, the Board took up the budget for final consideration.

A motion was made by D. Rowen, seconded by W. Hetzel, that final adoption of the General Fund budget totaling \$14,521,462, and the Plant Fund budget totaling \$4,939,811, for Fiscal Year 1979-80 be made. A roll call vote was taken as follows:

Ayes: Maurice Campbell
Raymond Clark
Walter Hetzel
Eldon Leonard
Theodore Nemmers
Donald Rowen
Walter Stover, Jr.

Nays: None

Motion passed.

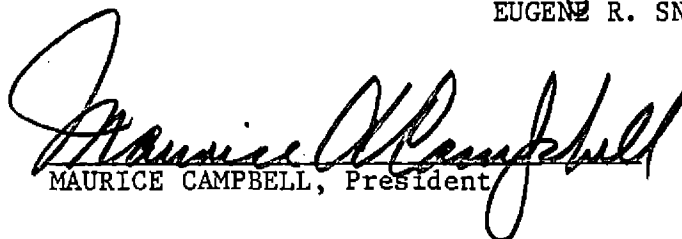
WHEREUPON, the President of the Board declared the budget adopted and directed the Board Secretary to forward the adopted budget and tax levy to the county auditors as provided by law.

ADJOURNMENT

It was moved by T. Nemmers, seconded by E. Leonard, that the public hearing on the budget be adjourned. Motion passed and the hearing was adjourned at 5:50 p.m.



EUGENE R. SNYDERS, Secretary



MAURICE CAMPBELL, President

**TAXPAYERS ASSOCIATION**

500 SHOPS BUILDING • DES MOINES, IOWA 50309 • PHONE 288-8533

RICHARD L. GOODSON, JR.
EXECUTIVE DIRECTOR**STATEMENT TO BOARD OF DES MOINES AREA COMMUNITY COLLEGE
AT PUBLIC HEARING ON PROPOSED 1979-80 BUDGET -
BY RONALD MORDEN, CHAIRMAN OF METRO COMMITTEE
MARCH 12, 1979**

Mr. President and Members of the Board:

The Taxpayers Association has reviewed the 1979-80 Proposed Area College Budget, and we wish to thank the college staff for spending time with us in our review process.

Last year at this time we complimented you on your budget process and documentation. The same holds true this year. In our opinion, the budget process should reflect the management process, and project in dollars the direction and goals of the institution. The 1979-80 budget does this and does it well.

There are three additional points we would like to make, however. One is regarding the projection of future state revenue growth for the Area College. In the Proposed 1979-80 Budget the College expects State General Aid to increase from \$5.5 million to \$6.3 million, or 13.1%. By 1984 the College is projecting it will receive a little over \$10 million. We are happy to see the College make future revenue projections; however, we believe they may be somewhat optimistic in the context of the necessity of beginning a slow-down in the growth of state revenues -- especially as it relates to the generation of new dollars from taxflation in the state income tax structure.

Our second point relates to our uneasiness regarding the impact of the state computer plan on the Area College. We see some cost projections in the 1979-80 budget for data processing, such as \$200,000 for terminals and other hardware, as well as approximately \$136,000 for operational costs. We are concerned about budget growth in this area as it relates to possible benefits which the College may or may not receive.

Our third and last point is regarding the College's proposal to return again to the voters for authorization to extend the 20-1/4¢ capital levy. As you know, we opposed the extension last year. We are not, however, prepared at this time to take a position on a ballot issue which will go before the voters next fall. We will examine the proposal in detail this summer, and would appreciate discussing it with you and the college staff at that time.

Thank you for your consideration.

MAR 12 1979

Richard L. Goodson, Jr.
 Executive Director

monitor

BUSINESS MANAGEMENT

February 27, 1979

Number 332

PROPOSED 1979-80 DES MOINES AREA COMMUNITY COLLEGE BUDGET

The Area College proposed 1979-80 General Fund and Plant Fund expenditures total \$19,461,273 -- an increase of \$743,508 or 4.0% above comparable budgeted expenditures for the current year. Although General Fund expenditures are expected to be up 8.6%, Plant Fund expenditures will be down 7.6%. Property tax askings to support the General and Plant Fund are up 6.0% and 5.5% respectively. State general aid, however, is projected to be up 13.1% or \$725,760. In the College's 5-year projection on revenue they are showing that by 1984 State general aid will be at \$10,069,500 -- up from the 1980 proposed budget of \$6,265,097. Property tax is projected to be up only from \$1,888,569 for 1980 to \$2,475,530 for 1984.

GENERAL FUND	1977-78	1978-79	1979-80	Change	
	Actual	Budget	Proposed	Amount	%
REVENUE					
Student Fees	\$ 206,915	\$ 171,000	\$ 215,212	\$ 44,212	25.9
Tuition	2,633,005	2,679,100	2,821,542	142,442	5.3
Property Tax	1,666,256	1,780,978	1,888,559	107,591	6.0
State General Aid	5,035,761	5,539,337	6,265,097	725,760	13.1
State Vocational Aid	1,051,549	1,212,596	1,295,105	82,509	6.8
State (Equip. Repl.)	253,800	253,800	279,956	26,156	10.3
Other State Aid	55,581	-	-	-	-
Federal Support	1,329,389	1,109,755	1,099,243	(10,512)	(0.9)
Sales & Service	18,894	15,000	20,000	5,000	33.3
Other Income	195,291	31,000	135,000	104,000	33.5
Total Revenue	\$12,446,441	\$12,792,566	\$14,019,724	\$1,227,158	9.6
Unrestricted Fund Bal.	(350,006)	579,700	501,738	(77,962)	(13.4)
TOTAL AVAILABLE	\$12,086,435	\$13,372,266	\$14,521,462	\$1,149,196	8.6%
EXPENDITURES BY FUNCTION					
Liberal Arts & Science	1,734,457	\$ 2,093,773	\$ 2,180,145	\$ 86,372	4.1
Career Education	4,773,370	5,288,146	5,674,804	386,658	6.8
Adult Education	1,512,470	1,611,430	1,777,698	166,268	10.3
Administration	1,337,048	1,254,329	1,517,974	263,645	21.0
Student Services	1,153,460	1,148,365	1,262,662	114,297	10.0
Learning Resources	504,015	476,637	513,682	37,045	7.8
Physical Plant	1,071,615	1,499,586	1,594,497	94,911	6.3
TOTAL EXPENDITURES	12,086,435	\$13,372,266	\$14,521,462	\$1,149,196	8.6%
PLANT FUND					
REVENUE					
Property Tax	\$ 1,651,672	\$ 1,724,431	\$ 1,818,977	\$ 94,546	5.5
Federal Support	17,713	-	-	-	-
Other Income	168,657	327,504	430,000	102,496	31.3
Total Revenue	1,838,042	2,051,935	2,248,977	197,042	9.6
Fund Balance	1,503,212	3,293,564	2,690,834	(602,730)	(18.3)
TOTAL AVAILABLE	\$ 3,341,254	\$ 5,345,499	\$ 4,939,811	\$ (405,688)	(7.6)%
EXPENDITURES	\$ 3,341,254	\$ 5,345,499	\$ 4,939,811	\$ (405,688)	(7.6)
GRAND TOTAL	\$15,427,689	\$18,717,765	\$19,461,273	\$ 743,508	4.0%

The Public Hearing on the Proposed 1979-80 Area College Budget will be held at 5:30 P.M. Monday, March 12, in Room 15, Building 2, on the Ankeny Campus.

PROPOSED 1979-80 DES MOINES AREA COMMUNITY COLLEGE BUDGET

I. GENERAL OPERATING FUND

	1977-78 <u>Actual</u>	1978-79 <u>Budget</u>	1979-80 <u>Proposed</u>	Change	
				<u>Amount</u>	<u>%</u>
REVENUE					
Student Fees	\$ 206,915	\$ 171,000	\$ 215,212	\$ 44,212	25.9
Tuition	2,633,005	2,679,100	2,821,542	142,442	5.3
Property Tax	1,666,256	1,780,978	1,888,569	107,591	6.0
State General Aid	5,035,761	5,539,337	6,265,097	725,760	13.1
State Vocational Aid	1,051,549	1,212,596	1,295,105	82,509	6.8
State (Equipment Repl.)	253,800	253,800	279,956	26,156	10.3
Other State Aid	55,581	-	-	-	-
Federal Support	1,329,389	1,109,755	1,099,243	(10,512)	(0.9)
Sales & Service	18,894	15,000	20,000	5,000	33.3
Other Income	195,291	31,000	135,000	104,000	33.5
Total Revenue	\$12,446,441	\$12,792,566	\$14,019,724	\$1,227,158	9.6
Unrestricted Fund Bal.	(360,006)	579,700	501,738	(77,962)	(13.4)
GRAND TOTAL	\$12,086,435	\$13,372,266	\$14,521,462	\$1,149,196	8.6

CATEGORICAL EXPENDITURES BY FUNCTION

Liberal Arts & Science	\$ 1,734,457	\$ 2,093,773	\$ 2,180,145 ^a	\$ 86,372	4.1
Career Education	4,773,370	5,288,146	5,674,804 ^b	386,658	6.8
Adult Education	1,512,470	1,611,430	1,777,698	166,268	10.3
Administration	1,337,048	1,254,329	1,517,974 ^c	263,645	21.0
Student Services	1,153,460	1,148,365	1,262,662	114,297	10.0
Learning Resources	504,015	476,637	513,682	37,045	7.8
Physical Plant	1,071,615	1,499,586	1,594,497	94,911	6.3
TOTAL EXPENDITURES	\$12,086,435	\$13,372,266	\$14,521,462	\$1,149,196	8.6

^aNew Programs: Western Attendance Center, \$43,329

^bNew Programs, \$222,655

^cComputer equipment included at \$200,000

EXPENDITURES BY OBJECT

Salaries	\$ 9,104,895	\$ 9,796,563	\$ 9,796,563	\$ 691,668	7.6
Benefits	1,294,753	1,489,977	1,489,977	195,224	15.1
Total Salaries & Benefits	\$10,399,648	\$11,286,540	\$11,286,540	\$ 886,892	8.3
Contractual Services	1,809,777	1,746,486	1,746,486	(63,291)	(3.5)
Materials & Supplies	585,523	554,483	554,483	(31,040)	(5.3)
Travel	129,108	165,615	165,615	36,507	28.3
Capital Outlay	448,210	768,338	768,338	320,128	71.4
GRAND TOTAL	\$13,372,266	\$14,521,462	\$14,521,462	\$1,149,196	8.6

<u>ENROLLMENT SUMMARY</u>	1977-78	1978-79	1979-80	Change	
	Actual FTEE	Estimated FTEE	Projected FTEE	Amount	%
Arts & Science	1,722.79	1,755.00	1,825.00	70.00	4.0
Career Education	3,533.90	3,421.00	3,605.00	184.00	5.4
Adult Education	<u>1,271.22</u>	<u>1,377.00</u>	<u>1,450.00</u>	<u>73.00</u>	<u>5.3</u>
GRAND TOTAL	6,527.91	6,553.00	6,880.00	327.00	5.0

II. PLANT FUND

<u>REVENUE</u>	1977-78	1978-79	1979-80	Change	
	Actual	Budget	Proposed	Amount	%
Property Tax	\$ 1,651,672	\$ 1,724,431	\$ 1,818,977	\$ 94,546	5.5
Federal Support	17,713	-	-	-	-
Other Income	<u>168,657</u>	<u>327,504</u>	<u>430,000</u>	<u>102,496</u>	<u>31.3</u>
Total Revenue	1,838,042	2,051,935	2,248,977	197,042	9.6
Fund Balance	<u>1,503,212</u>	<u>3,293,564</u>	<u>2,690,834</u>	<u>(602,730)</u>	<u>(18.3)</u>
GRAND TOTAL	<u>\$ 3,341,254</u>	<u>\$ 5,345,499</u>	<u>\$ 4,939,811</u>	<u>\$ (405,688)</u>	<u>(7.6)</u>
<u>EXPENDITURES</u>	<u>\$ 3,341,254</u>	<u>\$ 5,345,499</u>	<u>\$ 4,939,811</u>	<u>\$ (405,688)</u>	<u>(7.6)</u>

III. TOTAL COLLEGE EXPENDITURE SUMMARY BY FUND

	1978-79	1979-80	Change	
	Adopted	Proposed	Amount	%
Current General	\$12,925,691	\$14,127,846	\$1,202,155	9.3
Current Restricted	446,575	393,616	(52,959)	(11.9)
Total General Operating	\$13,372,266	\$14,521,462	\$1,149,196	8.6
Plant Fund	5,345,499	4,939,811	(406,138)	(7.6)
Total Tax Supported	\$18,717,765	\$19,461,273	\$ 743,508	4.0
Agency Fund	655,450	663,073	7,623	1.2
Auxiliary Fund	1,106,426	1,107,504	1,078	0.1
Scholarship and Endowment Fund	916,156	1,386,923	470,767	51.4
Loans Fund	<u>15,800</u>	<u>4,500</u>	<u>(11,300)</u>	<u>(71.6)</u>
GRAND TOTAL	\$21,411,597	\$22,623,273	\$1,211,676	5.7

IV. GENERAL FUND OPERATING INCOME

	1978-79 Budget	1979-80 Proposed	Change	
			Amount	%
Tuition & Fees	\$ 2,850,100	\$ 3,036,754	\$ 186,654	6.5
Property Taxes:				
General	1,724,431	1,818,977	94,546	5.5
Unemployment Compensation	36,412	39,711	3,299	9.1
Tort	20,135	29,881	9,746	48.4
Total Taxes	<u>1,780,978</u>	<u>1,888,569</u>	<u>107,591</u>	<u>6.0</u>
State Aid:				
General Aid	5,539,337	6,265,097	725,760	13.1
Vocational Aid	1,212,596	1,295,105	82,509	6.8
Equipment Replacement	253,800	279,956	26,156	10.3
Total State Aid	<u>7,005,733</u>	<u>7,840,158</u>	<u>834,425</u>	<u>11.9</u>
Federal Aid:				
Title IV Work-Study	52,414	89,208	36,794	70.2
Vocational Aid	316,498	329,155	12,657	4.0
Title II Libraries (Boone, Ankeny)	-	7,926	7,926	-
Special Needs	179,613	147,055	(32,558)	(18.1)
CETA	406,694	393,616	(13,078)	(3.2)
ABE	114,655	132,283	17,628	15.4
Indo-Chinese Project	39,881	-	(39,881)	(100.0)
Total Federal Aid	<u>1,109,755</u>	<u>1,099,243</u>	<u>(10,512)</u>	<u>(0.9)</u>
Other Income and Sales & Service				
Dental/Facilities	10,000	20,000	10,000	100.0
Child Care	5,000	-	(5,000)	(100.0)
Interest	10,000	100,000	90,000	900.0
Sale/Fixed Assets	15,000	35,000	20,000	133.3
Transfers	6,000	-	(6,000)	(100.0)
Total Other Income	<u>46,000</u>	<u>155,000</u>	<u>109,000</u>	<u>237.0</u>
Fund Balance	<u>579,700</u>	<u>501,738</u>	<u>(77,962)</u>	<u>(13.4)</u>
 GRAND TOTAL	 \$13,372,266	 \$14,521,462	 \$1,149,196	 8.6%

V. GENERAL FUND BUDGETED EXPENDITURES

	1978-79 Budget	1979-80 Proposed	Change	
			Amount	%
Career Education:				
Salaries	\$ 3,867,225	\$ 4,061,548	\$ 194,323	5.0
Employee Benefits	560,735	624,129	63,394	11.3
Contractual Services	283,962	311,411	27,449	9.7
Materials & Supplies	264,432	246,363	(18,069)	(6.8)
Travel	57,114	63,188	6,074	10.6
Capital Outlay	254,678	368,165	113,482	44.6
Total Career Education	<u>5,288,146</u>	<u>5,674,804</u>	<u>368,658</u>	<u>7.3</u>
Arts & Science Education:				
Salaries	1,692,417	1,740,260	47,843	2.8
Employee Benefits	205,157	252,101	46,944	22.9
Contractual Services	54,973	56,302	1,329	2.4
Materials & Supplies	49,345	50,884	1,539	3.1
Travel	23,047	26,226	3,179	13.8
Capital Outlay	68,834	54,372	(14,462)	21.0
Total Arts & Science	<u>2,093,773</u>	<u>2,180,145</u>	<u>86,372</u>	<u>4.1</u>
Adult Education:				
Salaries	1,246,958	1,385,639	138,681	11.1
Employee Benefits	141,906	160,746	18,840	13.3
Contractual Services	138,881	129,433	(9,448)	(6.8)
Materials & Supplies	48,225	58,286	10,061	20.9
Travel	24,319	23,489	(830)	(3.4)
Capital Outlay	11,141	20,105	8,964	80.5
Total Adult Education	<u>1,611,430</u>	<u>1,777,698</u>	<u>166,268</u>	<u>10.3</u>
Learning Resources:				
Salaries	278,133	319,230	41,097	14.8
Employee Benefits	43,478	51,199	7,721	17.8
Contractual Services	19,800	16,835	(2,965)	(15.0)
Materials & Supplies	46,740	43,703	(3,037)	(6.5)
Travel	1,600	1,600	-0-	-0-
Capital Outlay	86,886	81,115	(5,771)	(6.6)
Total Learning Resources	<u>476,637</u>	<u>513,682</u>	<u>37,045</u>	<u>7.8</u>
Student Life:				
Salaries	919,457	1,021,306	101,847	11.1
Employee Benefits	144,834	164,456	19,622	13.5
Contractual Services	50,201	45,614	(4,587)	(9.1)
Materials & Supplies	14,420	12,254	(2,166)	(15.0)
Travel	17,622	19,032	1,410	8.0
Capital Outlay	1,831	-0-	(1,831)	(100.0)
Total Student Life	<u>1,148,365</u>	<u>1,262,662</u>	<u>114,297</u>	<u>10.0</u>

V. GENERAL FUND BUDGETED EXPENDITURES continued

	1978-79 Budget	1979-80 Proposed	Change	
			Amount	%
Administration:				
Salaries	\$ 696,341	\$ 785,847	\$ 89,506	12.9
Employee Benefits	129,510	157,382	27,872	21.5
Contractual Services	352,691	295,151	(57,540)	(16.3)
Materials & Supplies	39,791	42,433	2,642	6.6
Travel	27,406	30,420	3,014	11.0
Capital Outlay	8,590	206,741	198,151	2306.7
Total Administration	<u>1,254,329</u>	<u>1,517,974</u>	<u>263,645</u>	<u>21.0</u>
Physical Plant:				
Salaries	404,364	482,733	78,369	19.4
Employee Benefits	69,133	79,964	10,831	15.7
Contractual Services	909,269	891,740	(17,529)	(1.9)
Materials & Supplies	122,570	100,560	(22,010)	(18.0)
Travel	(22,000)	1,660	23,660	(107.5)
Capital Outlay	16,250	37,840	21,590	132.9
Total Physical Plant	<u>1,499,586</u>	<u>1,594,497</u>	<u>94,911</u>	<u>6.3</u>
TOTAL EXPENDITURES	<u>\$13,372,266</u>	<u>\$14,521,462</u>	<u>\$1,149,196</u>	<u>8.6%</u>

VI. COMPARATIVE COST PER FULL TIME EQUIVALENT ENROLLMENT (FTEE) BY YEAR:

Average All Students in Credit Programs	1974-75	1975-76	1976-77	1977-78
	Actual	Actual	Actual	Actual
Indirect Costs	\$ 504	\$ 499	\$ 532	\$ 636
Direct Costs	<u>869</u>	<u>912</u>	<u>1033</u>	<u>1103</u>
Average Cost	\$1373	\$1411	\$1565	\$1739
	1978-79	1979-80	Change	
	Budget	Proposed	Amount	%
Indirect Costs	\$ 642	\$ 672	\$ 30	4.7
Direct Costs	<u>1253</u>	<u>1296</u>	<u>43</u>	<u>3.4</u>
Average Cost	\$1895	\$1968	\$ 73	3.8%

Snyders

DES MOINES AREA COMMUNITY COLLEGE
Regular Board Meeting
Ankeny Campus - Bldg. 2 - Room 15
March 12, 1979
AGENDA

5:30 P.M. PUBLIC HEARING ON FY80 BUDGET

ARTS & SCIENCES PRESENTATION

6:30 P.M. DINNER - Cafeteria

7:15 P.M. CALL TO ORDER

1. APPROVAL OF TENTATIVE AGENDA

2. PUBLIC COMMENTS

3. APPROVAL OF MINUTES - February 12 regular meeting; February 20 special meeting; February 24 special meeting

4. REPORTS

A. ICASB - Campbell

→ B. MIECC & Data Processing - Hetzel & Snyders

C. Legislation - Clarkson

D. Area Superintendents - Lowery

E. Status of spring enrollment - Bengtson

F. NCA visit (March 26-28) - Lowery

G. Progress report on plan for 20 1/4 % levy - Clarkson

H. Monthly financial - Snyders

5. COMMUNICATION

A. Thank you letter from director of cardio-pulmonary services, Iowa Lutheran Hospital regarding respiratory therapy program.

6. NEW BUSINESS

A. Personnel report

B. Recommend approval of agreement with Breiholz Construction Company to reduce retainage from 10% to 5%.

C. Approval of plans and specifications for metal storage building on Boone campus; set bid date for April 5, 3:00 p.m., Bldg. 2, Room 15; establish hearing date for April 9, 5:30 p.m., Carroll.

D. Consideration of "Offers to Buy" student constructed house located at 1001 SE Wanda Drive, Ankeny.

E. Authority to enter into lease agreement with Beryl Halterman for a portion of the Teachout Building, E. 5th & Locust, for one year, with option to renew for an additional year, at an annual cost of \$9,180, including utilities, (1,700 sq. ft. @ \$5.40), to house the East Branch Learning Center.

6. NEW BUSINESS (continued)

- F. Recommend approval of lease with Carroll Glass Company, Carroll, for the period 6-1-79 through 5-31-80, at a monthly cost of \$987.50, to be used to house the high school automotive and building trades programs and office for the Coordinator. This represents approximately 8,000 sq. ft. of space.
- G. Recommend approval of revised College Objectives for FY80.
- H. Recommend approval of 28E agreement between Carroll Community School District and DMACC for the inclusion of Carroll high school students in the automotive and building trades programs for school year 1979-80.

7. OTHER

- A. Spring graduation dates: Ankeny - May 24, 7:30 p.m., at Veterans Auditorium; Boone - May 25, 10:00 a.m., Boone Auditorium
- B. ACCT 1979 regional seminar: May 31 - June 2, Sheraton Ritz Hotel, Minneapolis, Minnesota.

8. PRESENTATION OF CLAIMS AND ACCOUNTS

9. ADJOURNMENT

DES MOINES AREA COMMUNITY COLLEGE
2006 S. Ankeny Boulevard
Ankeny, Iowa 50021

REGULAR MEETING

MARCH 12, 1979

The regular monthly meeting of the Des Moines Area Community College Board of Directors was held in Room 15, Building 2, Ankeny Campus, Ankeny, Iowa, on March 12, 1979. The meeting, which was preceded by a public hearing on the FY 80 college budget at 5:30 p.m., a presentation by the Arts and Sciences Division at 5:50 p.m., and a dinner break at 6:50 p.m., was called to order at 7:45 p.m. by Board President Maurice Campbell.

ROLL CALL

Members Present: Maurice Campbell
Raymond Clark
Walter Hetzel
Eldon Leonard
Theodore Nemmers
Donald Rowen
Walter Stover, Jr.

Members Absent: Murray Goodman
Max Kreager

Others Present: Paul Lowery, Superintendent
Gene Snyders, Vice President, Business Management
and Board Secretary
Various other DMACC staff and interested residents

APPROVAL OF
AGENDA

It was moved by W. Hetzel, seconded by R. Clark, that the tentative agenda be approved as published.

Motion passed.

LETTER OF
THANKS

It was moved by W. Stover, Jr., seconded by E. Leonard, that written communication expressing the Board's appreciation for the fine presentation prior to the board meeting be sent to the Arts and Sciences staff and students responsible for same. (Attachment #1)

Motion passed.

APPROVAL OF
MINUTES

It was moved by D. Rowen, seconded by W. Stover, Jr., that the minutes of the regular meeting held on February 12, 1979, be approved as presented.

Motion passed.

It was moved by W. Stover, Jr., seconded by R. Clark, that the minutes of the special meeting held on February 20, 1979, be approved as presented.

Motion passed.

It was moved by E. Leonard, seconded by D. Rowen, that the minutes of the special meeting held on February 24, 1979, be approved as presented.

Motion passed.

ICASE ALTERNATE It was moved by D. Rowen, seconded by E. Leonard, that the President of the Board serve as alternate representative from the DMACC Board to the Iowa Council Area School Boards.

Motion passed.

Mr. Stover left the meeting at 8:20 p.m.

MONTHLY FINANCIAL REPORT The monthly financial report was presented by Gene Snyders, Vice President, Business Management. A copy of the report is attached (Attachment #2) hereto and made a part of these minutes.

FULL-STATUS CONTRACT It was moved by E. Leonard, seconded by D. Rowen, that a full-status contract be given to the following instructor to be effective two years after initial employment date.

<u>Name</u>	<u>Date of Service</u>
Curtis N. Smith Auto Parts Instructor Career Education	March 7, 1977

Motion passed.

RESIGNATION It was moved by E. Leonard, seconded by D. Rowen, that the following resignation be accepted:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jan Huss	Special Needs Coordinator	March 2, 1979

Motion passed.

LEAVE OF ABSENCE WITHOUT PAY It was moved by E. Leonard, seconded by D. Rowen, that the following leaves of absence without pay be approved.

Joan Adams, Nursing Instructor, Career Education, 4 days, April 2, 1979, to April 6, 1979.

Dorothy Donovan, Nursing Instructor, Career Education, 1/2 day, January 26, 1979.

Barbara Eastwood, Biology Instructor, Arts and Sciences, 1 day, January 3, 1979.

Virjama Hamilton, English Instructor, Arts and Sciences, Boone Campus, 4 days, January 2, 1979, to January 5, 1979.

Motion passed.

NEW PERSONNEL

It was moved by E. Leonard, seconded by D. Rowen, that employment be offered to the following for the positions indicated.

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Gerald D. Jacobs	Job Shop Machinist Instructor Career Education	\$17,161	March 1, 1979
Lynn Sorensen	Vocational Coordinator Mitchellville Girls Training School Special Needs, Student Life	\$12,444	March 16, 1979
Larry Swanson	Data Processing Instructor Career Education	\$15,844	March 1, 1979

Motion passed.

CONTRACT
CHANGES

It was moved by E. Leonard, seconded by D. Rowen, that the following contract changes be approved:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Katy McNally Coordinator, Health Career Supplemental Adult Education	3/5 time contract \$10,568	full-time contract \$17,613	February 12, 1979
Lora Nutt Child Care Lab Assistant Career Education	12 month contract	9 month contract	1979-80 fiscal year
Linda Carson Instructor/Chairperson Child Care Career Education	12 month contract	9 month contract	1979-80 fiscal year
Lyla Maynard Instructor Developmental Disabilities Career Education	12 month contract	9 month contract	1979-80 fiscal year

Motion passed.

SDU ADVANCE-
MENT

It was moved by E. Leonard, seconded by D. Rowen, that the following staff development unit advancement be approved:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Doug Watson	Lane 180	Lane 203	November 19, 1978
Electronics Instructor	Level 6.0	Level 6.0	
Career Education	\$16,522	\$17,161	

Motion passed.

CONTRACT
TERMINATION

It was moved by R. Clark, seconded by T. Nemmers, to receive the Superintendent's recommendation to terminate the following contracts:

Mayvor Dockendorff
Steve Heaberlin
Bonnie Nelson
Willis Dobbins
Randall Popken

Motion passed.

PRIVATE
HEARING DATE

It was moved by R. Clark, seconded by T. Nemmers, that the private hearings be scheduled on March 26, 1979, at 8:30 p.m. in Room 15, Building 2, Ankeny Campus, Ankeny, Iowa, for those requesting to be heard and that the Board take action upon all termination recommendations upon that date.

Motion passed.

APPROVAL OF
CONSTRUCTION
RETAINAGE
REDUCTION

It was moved by W. Hetzel, seconded by D. Rowen, that the agreement with Breiholz Construction be amended to reduce the retainage requirement from 10% to 5% on the new Automotive Building (#13).

Motion passed unanimously.

RESOLUTION FOR
BOONE STORAGE
BUILDING

It was moved by D. Rowen, seconded by E. Leonard, to approve Resolution #79-4 entitled "Resolution Adopting Plans and Specifications and Form of Contract for Boone Campus Storage Building" attached hereto these minutes as Attachment #3 and that the public hearing on the matter of the adoption of plans and specifications, form of contract and estimated costs now on file in the office of the Secretary of the Board of Directors be held at 6:30 p.m., April 9, 1979, St. Anthony's Hospital, Education Room, Carroll, Iowa, and that the Board Secretary be directed to publish the notice(s) as required by law.

Motion passed unanimously.

RESOLUTION
FIXING DATE
FOR RECEIPT
OF BIDS

It was moved by D. Rowen, seconded by E. Leonard, to approve Resolution #79-5 entitled "Resolution Fixing Date for Receipt of Bids for Construction of Boone Campus Storage Building" attached hereto these minutes as Attachment #4 and that the Secretary be directed to publish the notice(s) as required by law.

Motion passed unanimously.

CONSIDERATION
OF OFFER TO
BUY HOUSE

The Board Secretary reported that "offers to buy" the student constructed house at 1001 S.E. Wanda Drive, Ankeny, had been received as follows:

<u>Prospective Buyer's Name</u>	<u>Amount Offered</u>	<u>Realtor Handling Offer</u>
Donald W. Lumley	\$87,000	Iowa Realty

It was moved by T. Nemmers, seconded by D. Rowen, that all offers received be rejected and that the realtor handling the offer be authorized to return prospective buyer's \$500.00 down payment in full.

Motion passed.

APPROVAL OF
LEASE
AGREEMENTS

It was moved by D. Rowen, seconded by T. Nemmers, to approve the lease agreement with Beryl Halterman for 1,700 sq. ft. on the first floor of the Teachout Building, E. Fifth and Locust, Des Moines, Iowa, for one year with option to renew for an additional year at an annual cost of \$9,180 including utilities effective April 1, 1979.

Motion passed.

It was moved by E. Leonard, seconded by D. Rowen, to approve the lease of approximately 8,000 sq. ft. with Carroll Glass Company, Carroll, Iowa, for the period June 1, 1979, through May 31, 1980, at a monthly cost of \$987.50 to be used to house the high school Automotive, Building Trades programs and office for the coordinator.

Motion passed.

APPROVAL OF
28E AGREEMENT
WITH CARROLL
COMMUNITY
SCHOOL
DISTRICT

It was moved by W. Hetzel, seconded by D. Rowen, that approval be given to 28E Agreement with Carroll Community School District, a copy of which is attached hereto (Attachment #5) and made a part of these minutes, for inclusion of high school students in the DMACC Automotive and Building Trades programs, and the Board President and Secretary be authorized to sign said agreement.

Motion passed.

APPROVAL OF
FY 80 COLLEGE
OBJECTIVES

It was moved by R. Clark, seconded by W. Hetzel, to approve the college objectives for FY 80 included as Attachment #6 to these minutes.

Motion passed.

REVISION OF
BOARD MEETING
SCHEDULE

It was moved by W. Hetzel, seconded by T. Nemmers, to move the Student Life presentation from the April, 1979, to the May, 1979, Board of Directors meeting.

Motion passed.

CLAIMS &
ACCOUNTS

It was moved by E. Leonard, seconded by W. Hetzel, that the claims and accounts be approved as presented, Attachment #7.

Motion passed.

CLOSED SESSION

It was moved by E. Leonard, seconded by T. Nemmers, that the Board hold a closed session to conduct a strategy session of a public employer as provided in Section 20.17(3) of the Code. Upon a roll call vote, the motion was approved as follows:

Ayes: Eldon Leonard
Theodore Nemmers
Maurice Campbell
Raymond Clark
Walter Hetzel
Donald Rowen

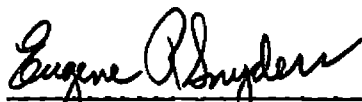
Nays: None

The Board went into executive session at 9:40 p.m. The Board adjourned the closed session at 10:20 p.m.

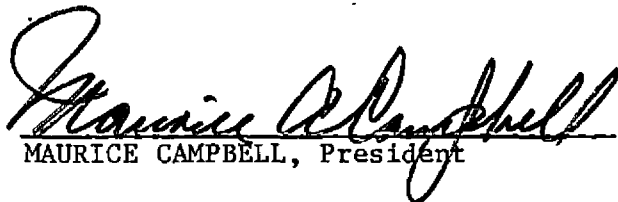
ADJOURNMENT

It was moved by T. Nemmers, seconded by R. Clark, that the meeting be adjourned.

The motion passed, and the meeting was adjourned at 10:21 p.m.



EUGENE R. SNYDERS, Secretary



MAURICE CAMPBELL, President

**des moines area
community college**

2006 S ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-6200

Memorandum

DATE March 19, 1979

TO Gary Wilcox

Location

FROM Paul Lowery

Location

RE: Arts & Science Board Presentation

Please express my thanks to those members of the Arts & Science faculty, students, and former students who participated in the presentation Monday evening, March 12. Sometimes our Board complains that meetings are long but I feel it very important that they know what the instruction program is about. You and your staff ably presented the status and mission of arts & science as an integral part of the total college.

ps

DES MOINES AREA COMMUNITY COLLEGE
CASH POSITION REPORT
February 28, 1979

Attachment #2

	General, Agency, Auxiliary, Scholarship, and Loan Funds <u>ANKENY STATE</u>	Special Plant Fund <u>BANKERS TRUST</u>		Voted Tax & Sinking Fund <u>BANKERS TRUST</u>
<u>CASH IN BANK:</u>				
Bal. Fwd. February 1, 1979	\$(1,004,434.58)	\$ 15,001.11		
Plus Receipts February 1979	1,302,235.07	235,640.00		
Less Disbursements February 1979	<u>1,250,218.47</u>	<u>192,373.40</u>		
Cash in Bank February 28, 1979	*(952,417.98)	58,267.71		
<u>INVESTMENTS:</u>				
<u>Certificates of Deposit:</u>				
7.25% Due 4-30-80 (Stud. Act.)	20,000.00			
6 \$ Due 6-16-79 (Stud. Act.)	6,000.00			
10.25% Due 4-30-79	100,000.00			
10.25% Due 3-30-79	875,000.00			
Various Dates & Interest		4,035,000.00		
8.0% Due 5-15-79		210,000.00		
8.15% Due 6-15-79		175,000.00		
7.5 % Due 4-16-79		270,000.00		
8.3 % Due 7-16-79		108,000.00		
8.5 % Due 7-16-79		175,000.00		
8.75% Due 9-17-79		210,000.00		
9.625% Due 11-15-79		110,000.00		
9.875% Due 1-16-80		150,000.00		
10.0 % Due 6-29-79				134,000.00
9.0 % Due 6-29-79				186,000.00
9.75% Due 6-29-79				391,000.00
<u>Savings Accounts (5%)</u>				
General Fund	1,172,898.84			
Student Activities	20,027.04			
Sinking Fund				76,241.19
Special Plant		<u>40,000.00</u>		
TOTAL INVESTMENTS	2,193,925.88	5,483,000.00		787,241.19
TOTAL CASH IN BANK & INVESTMENTS	<u>1,241,507.90</u>	<u>5,541,267.71</u>		<u>**787,241.19</u>

Footnote: *Daily deposits are made to Savings Account at Ankeny State Bank, and a zero balance maintained in the checking account, with automatic transfers made from Savings to Checking for exact amounts of checks which clear the bank. The deficit book balance shown in the Ankeny State Checking Account 2-28-79. represents outstanding checks.

**Loan payment of \$1,500,882.50 due 6-30-79 to Bankers Trust Co.

DES MOINES AREA COMMUNITY COLLEGE
BUDGET BALANCE REPORT
February 28 1979

	<u>PUBLISHED & BOARD APPROVED BUDGET</u>	<u>WORKING BUDGET</u>	<u>AMOUNT ENCUMBERED</u>	<u>AMOUNT EXPENDED OR RECEIVED</u>	<u>WORKING BUDGET BALANCE</u>
GENERAL FUND DISBURSEMENTS:					
Arts & Science	\$ 1,994,368	\$ 2,003,969	\$ 520,718	\$1,011,077	\$ 472,174
Career Education	4,561,911	4,587,101	1,263,933	2,563,747	759,421
Career Exploration Center	176,595	176,035	53,330	89,758	32,947
Mobile Career Explor. Center	84,900	84,900	28,837	44,094	11,969
Adult Education	1,538,414	1,572,984	241,566	887,069	444,349
Vice President Instruction	103,654	103,453	19,202	72,940	11,311
Dean-Urban Campus	86,932	84,932	21,683	60,305	2,944
Dir. Western Attend. Center		40,029			40,029
Administration	1,254,329	1,267,504	234,416	823,323	209,765
Student Life	1,148,365	1,169,933	304,332	774,891	90,710
Learning Resources	476,637	496,523	103,731	316,743	76,049
Physical Plant	1,499,586	1,725,994	364,325	1,038,382	323,287
Subtotal	<u>12,925,691</u>	<u>\$13,313,357</u>	<u>\$3,156,073</u>	<u>\$7,682,329</u>	<u>\$2,474,955</u>
PSE Funded Accounts		15,034		12,187	2,847
CETA/Vocational Skills	406,694	384,700	13,131	238,164	133,405
IPA Wastewater		11,327		261	11,066
IndoChina Project	39,881	75,561		75,561	
Subtotal	<u>13,372,266</u>	<u>\$13,799,979</u>	<u>\$3,169,204</u>	<u>\$8,008,502</u>	<u>\$2,622,273</u>
Less De-Obligated Budget		(60,041)			(60,041)
GRAND TOTAL	<u>\$13,372,266</u>	<u>\$13,739,938</u>	<u>\$3,169,204</u>	<u>\$8,008,502</u>	<u>\$2,562,232</u>
GENERAL FUND REVENUE:					
Student Fees	\$ 171,000	171,000		135,943	35,052
Tuition	2,679,100	2,679,100		1,819,619	859,481
Property Taxes-Operation	1,724,431	1,681,611		914,004	767,607
Property Taxes-Tort	20,135	20,135		10,895	9,240
Property Taxes-Unemployment	36,412	36,412		19,091	17,321
State General Aid	5,539,337	5,593,837		4,195,373	1,398,459
State Vocational Aid	1,212,596	1,310,381		790,984	519,397
State Capital Outlay	253,800	236,250			236,250
Federal Aid:					
Workstudy	52,414	67,361			67,361
Vocational Aid	316,498	316,498			316,498
Special Needs	179,613	163,273		79,346	83,927
Adult Basic Ed.	114,655	132,283		101,675	30,608
CETA-Vocational Skills	406,694	384,700		129,934	254,766
IndoChina Project	39,881	75,561			75,561
IPA Wastewater		11,327			11,327
Public Service Employ.		15,034		10,659	4,375
Senior Citizens Project		3,234		2,313	921
Sales and Services	15,000	18,500		14,181	4,319
Other Revenue:					
Interest	10,000	80,000		68,124	11,876
Sales of Fixed Assets	15,000	16,000		15,931	69
Misc. & Transfers	6,000	27,000		24,263	2,732
Subtotal	<u>12,792,566</u>	<u>13,039,497</u>		<u>8,332,350</u>	<u>\$4,707,147</u>
Unrestricted Fund	<u>579,700</u>	<u>700,441</u>		<u>700,441</u>	
GRAND TOTAL	<u>\$13,372,266</u>	<u>\$13,739,938</u>		<u>\$9,032,791</u>	<u>4,707,147</u>
PLANT FUND DISBURSEMENTS:	<u>\$ 5,545,499</u>	<u>5,342,499</u>		<u>1,748,621</u>	<u>3,593,878</u>
PLANT FUND REVENUE:	<u>\$ 2,051,935</u>	<u>\$ 2,051,935</u>		<u>\$1,077,721</u>	<u>\$ 974,214</u>

***Footnotes:**

- Working budget for CETA/Vocational Skills adjusted to reflect amount funded during FY 79 for Federal Fiscal year ended Sept. 30, 1978 of \$99,847 plus 75% of budget for Federal FY started October 1, 1978 (75% of \$3,79,804) or \$284,853.
- IndoChina working budget adjusted to reflect amount expended prior to end of funding period 10-30-79.

DES MOINES AREA COMMUNITY COLLEGE
GENERAL FUND INTERIM BALANCE SHEET
FEBRUARY 28, 1979

----ASSETS----

Code

CASH & INVESTMENT

101	Cash in Bank - Checking	\$ (264,488)	
102	Petty Cash - Ankeny Checking	1,816	
103	Petty Cash - Boone Checking	5,000	
119	Cash in Bank - Payroll	10,000	
120	Returned Checks	4,188	
122	Petty Cash	2,170	
125	Cash Over or Short	(362)	
130	Investment in CD's	975,000	
131	Investment in Savings Account	<u>872,963</u>	
	TOTAL CASH & INVESTMENTS		\$1,606,287

ACCOUNTS RECEIVABLES

145	Due From Federal	52,525	
146	Due From Others	42,519	
	Budgeted Revenue FY 79	13,039,497	
	Less Amount Received	<u>8,332,350</u>	
	Balance to Receive	4,707,147	
	TOTAL ACCOUNTS RECEIVABLE		4,802,191

161	<u>EXPENDABLE SUPPLIES, INVENTORY</u>	25,593
162	<u>AUTO PARTS INVENTORIES</u>	17,941

169 CONSTRUCTION WORK IN PROGRESS

	Carroll House #4 - Under Construction	34,825	
	Carroll House #5 - Lot Only	10,040	
	Carroll House #6 - Lot Only	10,035	
	Carroll House #7 - Lot Only	10,041	
	Ankeny House #11 - Under Construction	55,014	
	Ankeny House #12 - Under Construction	65,904	
	Ankeny House #13 - Under Construction	38,265	
	Ankeny House #14 - Lot Only	13,121	
	Ankeny House #15 - Lot Only	13,121	
	Ankeny House #16 - Lot Only	13,120	
	Ankeny House #17 - Lot Only	13,121	
	Ankeny House #18 - Lot Only	<u>13,121</u>	
	TOTAL CONSTRUCTION WORK IN PROGRESS		<u>289,728</u>

TOTAL ASSETS

\$6,741,740

DES MOINES AREA COMMUNITY COLLEGE
GENERAL FUND INTERIM BALANCE SHEET
FEBRUARY 28, 1979

----LIABILITIES----

Code

271 DEFERRED INCOME

DFAFS Funds (HEW Funded Projects)	\$	318,103	
Iowa Script Funds from Prior Year		6,728	
IPA Projects - FY 78		1,390	
IPA Wasterwater Project		<u>11,327</u>	
TOTAL DEFERRED INCOME			\$ 537,548

201 ACCOUNTS PAYABLE

Budgeted Expenditures FY 79	13,799,979		
Less Expended to Date	<u>8,008,502</u>		
Balance to be Expended			5,791,477

TOTAL LIABILITIES

\$6,329,025

311 UNRESTRICTED FUND BALANCE

Balance Forward, July 1, 1978		1,172,924	
Plus Audit Adjustment		273	
Revenue FY 79 to Feb. 28, 1979	8,332,350		
Disbursements FY 79 to Feb. 28, 1979	<u>8,008,502</u>		
Net Revenue over Disbursements		<u>323,848</u>	
FUND BALANCE FEBRUARY 28, 1979			1,497,045

Working Budget Revenue FY 79	13,039,497		
Less Amount Received to 2-28-79	<u>8,332,350</u>		
Balance to be Received by 6-30-79			4,707,147

Working Budget Disbursements FY 79	13,799,979		
Less Disbursed to 2-28-79	<u>8,008,502</u>		
Balance to be Disbursed by 6-30-79			(5,791,477)

PROJECTED FUND BALANCE June 30, 1979

412,715

TOTAL LIABILITIES & FUND BALANCE

\$6,741,740

ATTACHMENT NO. 3
RESOLUTION NO. 79-4

RESOLUTION ADOPTING PLANS AND SPECIFICATIONS AND FORM OF CONTRACT
FOR BOONE CAMPUS STORAGE BUILDING

RESOLVED, that proposed plans, specifications, and form of contract for the construction of Boone Campus Storage Building are hereby adopted and placed on file in the office of the Secretary of the Board of Directors. Before any contract incorporating said plans and specifications can be issued, it is necessary to hold a public hearing thereon.


NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE that at a meeting of the Board to be held at 6:30 p.m., on the 9th Day of April, 1979, at St. Anthony's Hospital, Education Room, Carroll, Iowa, this Board will hold a Public Hearing on the matter of the adoption of plans and specifications, form of contract, and estimated costs now on file in the office of the Secretary of the Board of Directors.

BE IT FURTHER RESOLVED that the Secretary of the Board of Directors give notice of said public hearing as required by law.

PASSED AND APPROVED THIS 12TH DAY OF MARCH, 1979.


President, Board of Directors

ATTEST:


Secretary, Board of Directors

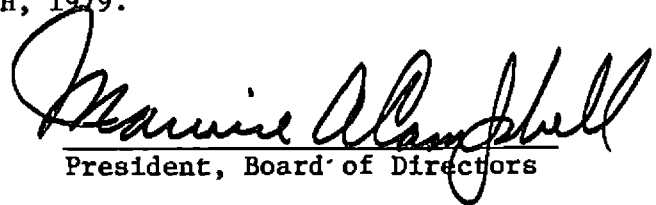
ATTACHMENT NO. 4
RESOLUTION NO. 79-5

RESOLUTION FIXING DATE FOR RECEIPT OF BIDS FOR
CONSTRUCTION OF BOONE CAMPUS STORAGE BUILDING

RESOLVED, that sealed proposals for the Boone Campus Storage Building and all related work will be received at Building No. 2, Room 15, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, until 3:00 p.m., Central Daylight Savings Time, April 5, 1979, at which time and place said bids will be publicly opened and read aloud.

BE IT FURTHER RESOLVED that the Secretary of the Board of Directors give notice of said letting as required by law.

PASSED AND APPROVED THIS 12TH DAY OF MARCH, 1979.


President, Board of Directors

ATTEST:


Secretary, Board of Directors

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 August, 1979, and shall be operative for the school year of 1979-80, 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.
 - E. Insist that any students admitted under this agreement observe the regulations established by the college applicable to all other students.
 - F. Provide a full time coordinator/supervisor in Carroll who will direct the programs and provide coordination of services.

3. For the aforementioned services rendered by the Des Moines Area Community College, the Carroll Community 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 Ankeny, Iowa, the 12th day of March, 1979.

DES MOINES AREA COMMUNITY COLLEGE

BY: Marnice Campbell
President of the Board

Eugene Rousler
Secretary of the Board

Paul Lewney
Superintendent

CARBOLL COMMUNITY SCHOOL DISTRICT

BY: Serald Hauwick
President of the Board

Secretary of the Board

John E. Else
Superintendent

DES MOINES AREA COMMUNITY COLLEGE

College Objectives
FY 1980

- 1) The enrollment in all divisions and at all locations will be 6,845 FTEE and 57,770 Headcount. A specific breakdown by function is as follows:

	<u>FTEE</u>	<u>Headcount</u>
Career Education (FT)	3,355	3,985
Career Supplemental/Vet Ag	820	20,910
Adult Ed/HSE	690	22,850
Secondary Ed/CEC	105	3,615
Arts & Science	1,825	6,200
CETA Class Size	85	210
Total	6,880	57,770

- 2) The college will seek to maintain the anticipated enrollments by implementing the following new and expanded programs:
- A. New Programs
1. Consumer - Home Manager
 2. Agricultural Power and Equipment
 3. Agricultural Technology
 4. Copy Reproduction
- B. Additional Sections
1. Additional Section of Auto Mechanics
 2. Health Care Administration (Residential)
- C. Continue and Increase Enrollment in
1. Certificate Programs
 2. Jointly Administered Vocational Education Secondary Programs
 3. Auto Body and Repair
 4. Upholstery
- 3) The college will continue the development of a master evaluation plan which will measure the effectiveness of the college in delivering educational services.
- 4) The business management staff will implement the new computer software statewide financial accounting system and further modify this system to reflect revisions to the Accounting Manual for Area Schools after State Board approval has been given; with such revisions including a revised account code structure.
- 5) An institution - wide review program will be carried out for understanding and using procedure manuals in Personnel, Instruction, Student Life, Research and Development and College Relations.
- 6) The college will continue planning and construction of facilities including and beyond Phase III of the Master Plan.

- 7) Develop a strategy and implement plans for the creation of a spirit of understanding and cooperation across functional lines of the college.
- 8) Development of the Management Information System, including hardware and software acquisition and/or development, will continue consistent with the statewide plan.
- 9) The college will continue to maintain and simplify the Management by Objectives System with all appropriate personnel.
- 10) An ad hoc task force composed of faculty, students, administrators and support staff and chaired by the director of College Relations will convene to 1) identify and approach to assess the perceived communications needs to all segments of the College, and 2) develop specific practical recommendations for improving internal communications.
- 11) An on-going internal research program will be implemented which will assess the educational goals of students as they enroll and the extent to which those goals are achieved when students leave the college, as well as provide data concerning student needs, characteristics, and reactions to college services.
- 12) The college will follow the comprehensive Energy Management plan for all campuses and attendance centers.
- 13) A master personnel classification system to include a unified salary schedule will be developed.
- 14) A task force will be created to address and make recommendations concerning paper flow within the institution.
- 15) A task force will be created to address and make recommendations concerning proliferation of committees, their roles, purposes, and decisions making powers within the institution.
- 16) Develop revised staffing patterns in the secretarial/clerical areas that will reduce spending for secretarial/clerical services to the state average and encourage centralization of the typing and clerical functions.
- 17) A college-wide effort will be carried out to increase institutional productivity. The plan will involve representation from all phases of the college operation in planning, conducting and evaluating the outcomes.
- 18) A comprehensive plan for external promotion of all DMACC course offerings will be developed. The plan will provide for central administration of all major external promotion.
- 19) A task force will be initiated to investigate services presently afforded special students, i.e., nontraditional, handicapped, etc., to recommend action to the Superintendent regarding improved services to these groups with special educational problems. Effort will be made to explore areas of cooperation with AEA XI for the provision of these services.
- 20) Efforts will continue to be made to secure a developer/builder/manager of student housing prior to the development of the completion of the master regional waste disposal systems.



**des moines area
community college**

2006 S. ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-6200

Paul Lowery, Superintendent
Board of Directors
Donald P. Rowen, President
Maurice Campbell
Murray Goodman
Walter Hetzel
Max W. Kreager
Eldon Leonard
Theodore Nemmers
Walter A. Stover, Jr.
Harold F. Welin

NOTICE OF SPECIAL BOARD MEETING
Saturday, February 24, 1979, 10:00 A.M.
Supts. Office - Bldg. #17

PURPOSE: Discuss collective bargaining strategy



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February 24, 1979

A G E N D A

- I. Position of the Board on fact-finding and arbitration, if no agreement is reached at the March 8 meeting.
- II. Parameters on proposed contracts.
 - a. Two-year contract.
First year - 9% maximum (\$11,825 base on lane 225)
Two year maximum parameter = 15.83%
 - b. Oneyear contract
Recommendation: 8% (\$11,715 base on lane 225)
 - c. Parameter on Reduction in Force clause.
Recommendation is no change from the present contract.
- III. Decision on fact-finding representative.