

Des Moines Area Community College

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Board of Directors Meeting Minutes

12-11-1978

Board of Directors Meeting Minutes (December 11, 1978)

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

REGULAR MEETING

DECEMBER 11, 1978 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 December 11, 1978. The meeting, which was preceded by the quarterly joint meeting with Heartland Area Education Agency from 5:30 to 6:45 p.m., and a dinner break from 6:45 to 7:35 p.m., was called to order by Board President Maurice Campbell at 7:40 p.m.

ROLL CALL

Members present: Maurice Campbell
Raymond Clark
Murray Goodman
Walter Hetzel
Max Kreager
Eldon Leonard
Theodore Nemmers
Donald Rowen
Walter Stover, Jr.

Members absent: None

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

APPROVAL OF AGENDA

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

Motion passed.

APPROVAL OF MINUTES

It was moved by M. Kreager, seconded by T. Nemmers, that the minutes of the regular and special meetings held on November 13 and November 20, 1978, be approved as presented.

Motion 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.

FULL-STATUS CONTRACTS

It was moved by D. Rowen, seconded by T. Nemmers, that full-status contracts be given to the following bargaining unit member to be effective two years after initial employment date.

<u>Name</u>	<u>Date of Service</u>
Nora Sisson A.D.N. Instructor Career Education	December 13, 1976

Motion passed.

It was moved by D. Rowen, seconded by T. Nemmers, that the following contract changes be approved.

<u>Name/Position</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Steve Halstead	Coordinator MCEC \$17,396	Coordinator Student Life Assessment & Research/MCEP \$21,745	October 1, 1978
Gretchen Olson	CHES Coordinator Student Life Salary Grade 3 \$12,842	CHES Coordinator Student Life Salary Grade 4 \$13,220	November 1, 1978
Claudia Smith	Coordinator - Health Adult Education 3/5 time \$10,134	Coordinator - Health Adult Education Specially Funded Professional Services Contract Full-time \$16,887	January 2, 1979

Motion passed.

RESIGNATIONS

It was moved by M. Kreager, seconded by W. Hetzel, that the following resignations be accepted.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Annette Finney	Coordinator Enrollment Records Student Life	December 5, 1978
Allen E. Johnson	Audio-Video Tech. Media Center	December 8, 1978
Joseph Borgen	Vice President Instruction	February 2, 1979
Jordan Ball	Administrative Assistant to the Superintendent	January 15, 1979

It was moved by D. Rowen, seconded by R. Clark, that the motion be amended to accept the resignations of Messrs. Borgen and Ball with much regret.

Amended motion passed.

CONTRACT
EXTENSION

It was moved by D. Rowen, seconded by T. Nemmers, that the contract of Donna Zintz, Grants and Contracts Specialist, Research and Development, CIRALG special funding approved from October 1, 1978, through April 23, 1979, be extended through the funding date approved by CIRALG.

Motion passed.

CONTRACT
REINSTATEMENT

It was moved by E. Leonard, seconded by M. Goodman, that the contract of Dale Wagner be changed as follows.

<u>From</u>	<u>To</u>	<u>Effective Date</u>
Counselor Lane 248 Level 7 \$19,076	Student Development Specialist \$19,590	November 1, 1978

Motion passed.

LEAVE OF ABSENCE
WITHOUT PAY

It was moved by E. Leonard, seconded by M. Goodman, that the following leaves of absence without pay be approved.

Joan Adams, Nursing Instructor, Career Education, 1 day - November 22, 1978
 Dorothy Donovan, Nursing Instructor, Career Education, 11 days - October 9, 1978, to October 23, 1978
 Terry Fairbanks, Criminal Justice Instructor, Arts & Science, 5 days - October 23, 1978, to October 27, 1978
 Ann Gragg, Nursing Instructor, Career Education, indefinite leave beginning November 7, 1978
 Robert J. Haskins, Programmer, Data Systems, 3 days - December 27, 1978, to December 29, 1978
 Lyla Maynard, Developmental Disabilities Instructor, Career Education, 9 days - October 10, 1978, to October 20, 1978

Motion passed.

APPROVAL OF
CONTRACT TO
PROVIDE PRE-
CAREER AND
EDUCATIONAL
OFFERINGS TO
HIGH SCHOOL
STUDENTS

It was moved by D. Rowen, seconded by E. Leonard, to approve a joint contract under Chapter 28E of the Code between DMACC and the following high schools for the purpose of providing pre-career and career educational offerings to high school students for the 1978-79 school year.

Adair-Casey	Ankeny (2)	Carlisle
Carroll	Carroll Kuemper	Coon Rapids
Earlham	Gilbert	Glidden-Ralston
Guthrie Center	Knoxville	Manning
Monroe	Nesco	Nevada
North Polk	Ogden	Panora-Linden
Pleasantville	Prairie City	United
Winterset	Y-J-B	Collins
Maxwell		

Motion passed.

APPROVAL FOR
BAD DEBT
WRITE OFF

It was moved by W. Stover, seconded by M. Kreager, that approval be given to charging off to the bad debt account a total of \$7,905.67 of delinquent accounts. A copy is attached (Attachment #2) hereto and made a part of these minutes.

Motion passed.

ACCEPTANCE OF
PARKING LOT
IMPROVEMENTS

It was moved by E. Leonard, seconded by D. Rowen, to approve Phase IIIA, Part 3, Parking Lot improvements project and authorize final payment of 10% of the contract in the amount of \$19,589.20 to Iowa Road Builders.

Motion passed.

APPOINTMENT OF
ADVISORY
COMMITTEE
MEMBERS

It was moved by D. Rowen, seconded by T. Nemmers, that the appointment of the following advisory committee members be approved.

Health Care Administration - Norman Gunsolley, Clear Lake, three-year term, addition

Ankeny Office Occupations - Anita Hatfield, Des Moines, two-year term, addition

Copy Reproduction - Paul Gengler, West Des Moines, one-year term, replacement
- Jim Shimpugh, Des Moines, three-year term, addition

Motion passed.

APPROVAL OF
GENERAL
ADVISORY
COMMITTEE

It was moved by M. Kreager, seconded by W. Hetzel, to approve the College General Advisory Committee members as shown on Attachment #3 to these minutes.

Motion passed.

CLAIMS &
ACCOUNTS


It was moved by W. Stover, seconded by E. Leonard, that the Claims and Accounts be approved as presented, Attachment #4.

Motion passed.

ADJOURNMENT

It was moved by M. Kreager, seconded by D. Rowen, that the meeting be adjourned. Motion passed, and the meeting adjourned at 9:20 p.m.


EUGENE R. SNYDERS, Secretary


MAURICE CAMPBELL, President

DES MOINES AREA COMMUNITY COLLEGE
CASH POSITION REPORT
November 30, 1978

Attachment #1

	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. November 1, 1978	\$ (3,431.13)	\$ 14,089.85		
Plus Receipts Nov. 1978	2,205,872.49	322,887.81		
Less Disbursements Nov. 1978	<u>2,193,602.99</u>	<u>324,859.32</u>		
Cash in Bank Nov. 30, 1978	8,838.37	12,118.34		
<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			
8.875 Due 1-31-79	650,000.00			
8.625 Due 12-21-78	825,000.00			
Various Dates & Interest		4,680,000.00		
7.1 % Due 1-15-79 — 7.1 %		100,000.00		
8.0 % Due 5-15-79 8.0 %		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		
10 % Due 6-29-79				134,000.00
8.625 Due 12-29-78				126,000.00
9 % Due 6-29-79				186,000.00
9.75 % Due 6-29-79				391,000.00
<u>Savings Accounts (5%)</u>				
General Fund	135,009.49			
Student Activities	19,776.25			
Sinking Fund				<u>19,377.92</u>
TOTAL INVESTMENTS	\$1,655,785.74	\$6,038,000.00		\$856,377.92
TOTAL CASH IN BANK & INVESTMENTS	<u>\$1,664,624.10</u>	<u>\$6,050,118.34</u>		<u>\$856,377.92</u>

DES MOINES AREA COMMUNITY COLLEGE
BUDGET BALANCE REPORT
November 30, 1978

	<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>
<u>GENERAL FUND DISBURSEMENTS:</u>					
Arts & Science	\$ 1,994,368	\$ 2,003,985	\$ 767,067	\$ 577,137	\$ 659,781
Career Education	4,561,911	4,586,360	1,953,818	1,544,152	1,088,390
Career Exploration Center	176,595	176,035	77,662	53,145	45,228
Mobile Career Explor. Center	84,900	84,900	40,923	24,140	19,837
Adult Education	1,538,414	1,552,866	404,528	498,291	650,047
Vice President Instruction	103,654	103,453	51,051	46,824	5,578
Dean-Urban Campus	86,932	84,932	37,790	35,539	11,603
Dir. Western Attend. Center		40,029			40,029
Administration	1,254,329	1,247,565	379,949	539,165	328,451
Student Life	1,148,365	1,165,835	524,456	487,217	154,162
Learning Resources	476,637	496,191	164,339	201,656	130,196
Physical Plant	1,499,586	1,706,967	451,955	637,937	617,075
Sub Total	<u>12,925,691</u>	<u>13,249,118</u>	<u>4,853,538</u>	<u>4,645,203</u>	<u>3,750,377</u>
PSE FUNDED ACCOUNTS				7,540	(7,540)
CETA/Vocational Skills	406,694	383,624	12,200	144,004	227,420
IPA Waste Water		11,327		73	11,254
Indo China Project	39,881	102,372	4,057	73,967	24,348
Sub Total	<u>13,372,266</u>	<u>13,746,441</u>	<u>4,869,795</u>	<u>4,870,787</u>	<u>4,005,859</u>
Plus De-obligated Budget		(29,541)			(29,541)
GRAND TOTAL	<u><u>13,372,266</u></u>	<u><u>13,716,900</u></u>	<u><u>4,869,795</u></u>	<u><u>4,870,787</u></u>	<u><u>3,976,318</u></u>
<u>GENERAL FUND REVENUE:</u>					
Student Fees	171,000	171,000		61,905	109,095
Tuition	2,679,100	2,679,100		1,179,914	1,499,186
Property Taxes-Operation	1,724,431	1,681,611		855,341	826,270
Property Taxes-Tort	20,135	20,135		10,158	9,977
Property Taxes-Unemployment	36,412	36,412		18,011	18,401
State General Aid	5,539,337	5,593,837		2,796,918	2,796,919
State Vocational Aid	1,212,596	1,310,381		414,772	895,609
State Capital Outlay	253,800	253,800		-0-	253,800
Federal Aid	1,109,755	1,081,586		137,809	943,777
Sales & Services	15,000	18,500		2,630	15,870
Other Revenue	31,000	33,639		50,417	(16,778)
Sub Total	<u>12,792,366</u>	<u>12,880,001</u>		<u>5,527,875</u>	<u>7,352,126</u>
Unrestricted Fund Balance	579,700	836,899		836,899	-0-
GRAND TOTAL	<u><u>\$13,372,266</u></u>	<u><u>\$13,716,900</u></u>		<u><u>\$6,364,774</u></u>	<u><u>\$7,352,126</u></u>
<u>PLANT FUND DISBURSEMENTS:</u>	<u><u>\$ 5,342,499</u></u>	<u><u>\$ 5,342,499</u></u>		<u><u>\$1,045,156</u></u>	<u><u>\$4,297,343</u></u>
<u>PLANT FUND REVENUE:</u>	<u><u>\$ 2,051,935</u></u>	<u><u>\$ 2,051,935</u></u>		<u><u>\$ 952,264</u></u>	<u><u>\$1,099,671</u></u>

DES MOINES AREA COMMUNITY COLLEGE
 GENERAL FUND INTERIM BALANCE SHEET
 November 30, 1978

-----ASSETS-----

Code			
	<u>CASH & INVESTMENTS</u>		
101	Cash in Bank - Checking	\$ 127,593	
102	Petty Cash - Ankeny Cheching	4,766	
103	Petty Cash - Boone Checking	5,000	
119	Cash in Bank - Payroll	10,000	
120	Returned Checks	4,710	
122	Petty Cash	2,296	
125	Cash Over or Short	(397)	
130	Investment in CD's	1,475,000	
131	Investment in Savings Account	<u>135,009</u>	
	TOTAL CASH & INVESTMENTS		\$1,763,977
	<u>ACCOUNTS RECEIVABLES</u>		
145	Due From Federal	51,561	
146	Due From Others	14,035	
	Budgeted Revenue FY 78	12,880,001	
	Less Amount Received	<u>5,527,875</u>	
	Balance to Receive	7,352,126	
	TOTAL ACCOUNTS RECEIVABLE		7,417,722
161	<u>EXPENDABLE SUPPLIES, INVENTORY</u>		22,337
162	<u>AUTO PARTS INVENTORIES</u>		17,941
169	<u>CONSTRUCTION WORK IN PROGRESS</u>		
	Carroll House #4 - Under Construction	21,538	
	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	52,462	
	Ankeny House #12 - Under Construction	58,245	
	Ankeny House #13 - Lot Only	8,419	
	Ankeny House #14 - Lot Only	13,121	
	Ankeny House #15 - Lot Only	13,120	
	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>236,383</u>
	TOTAL ASSETS		<u>9,458,360</u>

DES MOINES AREA COMMUNITY COLLEGE
 GENERAL FUND INTERIM BALANCE SHEET
 November 30, 1978

---LIABILITIES---

Code

271	<u>DEFERRED INCOME</u>		
	DFAFS Funds (HEW Funded Projects)	\$ 268,103	
	Iowa Script Funds from Prior Year	6,728	
	IPA Project	<u>1,390</u>	\$ 276,221
201	<u>ACCOUNTS PAYABLE</u>		
	Budgeted Expenditures FY 78	13,746,441	
	Less Expended to Date	<u>4,870,786</u>	
	Balance to be Expended		8,875,655
	TOTAL LIABILITIES		\$9,151,876
311	<u>UNRESTRICTED FUND BALANCE</u>		
	Balance Forward, July 1, 1978		1,172,924
	Revenue FY 79 to November 30, 1978	5,527,875	
	Disbursements FY 79 to November 30, 1978	<u>4,870,786</u>	
	Net Revenue over Disbursements		<u>657,089</u>
	FUND BALANCE November 30, 1978		1,830,013
	Working Budget Revenue FY 79	12,880,001	
	Less Amount Received to 11-30-78	<u>5,527,875</u>	
	Balance to be Received by 6-30-79		7,352,126
	Working Budget Disbursements FY 79	13,746,441	
	Less Disbursed to 11-30-78	<u>4,870,786</u>	
	Balance to be Disbursed by 6-30-79		8,875,655
	PROJECTED FUND BALANCE June 30, 1979		<u>306,484</u>
	TOTAL LIABILITIES & FUND BALANCE		<u>9,458,360</u>

**des moines area
community college**

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

Memorandum

DATE December 1, 1978

TO Paul Lowery

Location Superintendent's Office
Bldg. #17FROM Irv Steinberg *sw-d*Location Business Office
Bldg. #17

RE: Request for Board Approval to charge Bad Debt.

Request the Board be asked to approve charging off, as Bad Debts, the following listed accounts, which have been outstanding in excess of a year, and for which collection attempts have been unsuccessful:

LOANS - ANKENY

Ronald Anderson	\$ 131.00	Arnel Plate	\$ 215.00
Zona Blanchard	124.00	Dale Person	180.63
Bradley Bradford	18.82	Buddy Peterson	36.93
Theodore Brewton	50.00	Rodney Peterson	175.80
Raymond Brooks	50.00	Lanny Post	100.00
Wayne Camp	69.25	Kimberlee Price	53.25
Sandra Campbell	15.00	Dwight Reed	50.00
Bertram Carraway	50.00	Dan Richards	50.00
Barbara Cavil	146.10	Frank Shellenberger	30.00
John Chambers	59.43	Ronald Simmons	50.00
James Chandler	160.25	William Smith	50.00
Teresa Clark	50.00	Harold Snedeker	161.00
Susan Davis	76.79	Denny Southern	50.00
Thomas Davis	21.40	Raymond Stalker	50.00
Anthony DeBolt	78.00	Ronald Stanley	78.00
Frank Domancio	25.00	Michael Stocker	173.30
Melvyn Felton	168.30	Jeanne Tanner	36.00
Ron Freberg	65.50	Vel Turner	180.00
George Fredericks	50.00	Dan Wallace	40.00
Dwight Gaines	22.50	Donald White	72.40
Larry Hartzler	70.00	Darrell Whiteside	81.00
Audrey Hildebrand	15.00	Mike Williams	23.90
Lee Hughes	27.20	Ralph Williams	21.00
Richard Ingersoll	87.88	John Winters	69.00
Scott Jenkins	41.91	Dennis Yates	116.00
Pam Johnson	115.00	Donald Zoutte	50.00
Joyce Jones	18.25		
Shelton Joseph	149.60		
John Kenoyer	27.75		
David Klingaman	65.00		
David Lose	40.00		
John Martin	37.00		
Arthur McDuffey	50.00		
David Mead	49.20		
Kelsey Packineau	183.64		
			<u>\$ 4,601.98</u>

LOANS - BOONE

Jeff Bettis	\$ 242.00
Gloria Cartee	40.00
Cathy Frederich	85.00
Penny Pleuss	168.60
Patrick Valentine	323.00
Kristine Zoch	51.00
Jerry VanderWal	204.50
	<u>\$ 1,114.10</u>

ACCOUNTS RECEIVABLE

Robert Albright	\$ 15.60
Julie Amo	9.12
Randy Breese	202.20
Barbara Dennis	174.00
Robert Foust	117.00
Jerry Greenfield	49.50
Jean Gundy	5.60
Kim Harvey	26.00
Carolyn Huntsman	266.00
Jerry Jones	65.00
Harold Kemp	47.60
Jacquelin Kincaid	208.51
Nancy Lamasters	39.00
Charles Langford	31.00
Chung Lee	36.82
Michale LeBebure	74.90
Juliette Murray	40.80
Carolyn Nagla	38.49
Frank Shellenberger	40.80
Richard Thomas	70.00
James Toma	135.00
Tom Trimble	36.00
Jerry VanFleet	117.00
Robert West	130.00
Fred Wilson	6.20
Jolene Wilson	78.00
Harold Pewick	129.45
	<u>\$ 2,189.59</u>

SUMMARY:

LOANS - ANKENY	\$ 4,601.98
LOANS - BOONE	1,114.10
ACCOUNTS RECEIVABLE	2,189.59
	<u>\$ 7,905.67</u>

GENERAL ADVISORY COMMITTEE

12/6/78

DISTRICT 1

Dr. Ruth P. Hughes
166 B MacKay Hall
Iowa State University
Ames, IA 50010
296-6444

Daryl Nims
815 Murray Dr.
Ames, IA 50010
232-1481

John Hattery
515 J. Ave.
Nevada, IA 50201
0-282-2128, H-282-2737
3 3

DISTRICT 2

Merle Hove
Citizens National Bank
724 Story
Boone, IA 50036
432-7611

Stan Moffitt
Moffitt Ford Agency
525 Story
Boone, IA 50036
432-6336

Jack Nichols
7609 Madison
Urbandale, IA 50322
0-278-2883, H-276-6227

DISTRICT 3

Eugene Kading
R. R. 2
Stuart, IA 50250
523-2430

George Opperman
Manning, IA 51455
712-653-7791

Clarence Johnson
1020 W. Jefferson
Winterset, IA 50273
H-462-3422, 0-462-1313

DISTRICT 4

Max McCord
810 S. R.
Indianola, IA 50125
H-961-2161, 0-961-6533

Irene Boles
920 N. 5th St.
Carlisle, IA 50047
H-989-0143

Joe Brown
203 W. Jefferson
Montezuma, IA 50171
623-2123

DISTRICT 5

Allan Lochmann
Box 872
Newton, IA 50208
0-792-6433

Janet Hagen
R. R. 4
Newton, IA 50208
792-1106

Corine Hadley
727 W. 9th St. S.
Newton, IA 50208
792-6666

DISTRICT 6

Gary Thomas
737 - 46th
West Des Moines, IA 50265
H-223-4938, 0-265-1497

Joe Brick
4301 - 75th
Urbandale, IA 50322
0-282-8195, H-276-2714

DeVere O. Bendixon
37-30th
Des Moines, IA 50312
H-282-3462

Everette Sather
8875 N.W. Polk City Dr.
Ankeny, IA 50021
H-964-4124, 0-274-3588

DISTRICT 7

TERM
EXPIRES
6/79

Norma Matthews
518-44th St.
Des Moines IA 50312
H-277-9304

James Muto
4414 Beaver Crest Dr.
Des Moines, IA 50310
255-8827

6/79

Ben Zenti
2212-40th
Des Moines, IA 50310
277-1342

DISTRICT 8

R. J. Fuller
2230 E. 29th
Des Moines, IA 50320
266-3437

6/79

George Whitmer
3104 John Patterson Rd.
Des Moines, IA 50317
266-6861

6/79

Perry Chapin
2909 E. 38
Des Moines, IA 50317
262-3229

John Hunt
4025 E. Broadway
Des Moines, IA 50317
262-5537

DISTRICT 9

Dave Kuskulis
5200 Merced
Des. Moines, IA 50310
274-3641

6/79

Carl Cain
1614 Carrie
Des Moines, IA 50315
282-6972

Rolland Grefe
900 Hubbell Bldg.
Des Moines, IA 50309
H-277-7302, O-245-4300



**des moines area
community college**

2006 S. ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-6200

Smyders
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
OF
DES MOINES AREA COMMUNITY COLLEGE BOARD OF DIRECTORS

DATE: November 20, 1978
PLACE: Building #2, Room 15 - Ankeny campus
TIME: 5:30 P.M.
PURPOSE: 1. Consideration of building projects for Phase III.
2. Consideration of institutional and state systems
for data processing.