

Des Moines Area Community College

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Board of Directors Meeting Minutes

2-14-1978

Board of Directors Meeting Minutes (February 14, 1978)

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

REGULAR MEETING

FEBRUARY 14, 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 February 14, 1978. The meeting was called to order by Board President Donald Rowen at 5:40 p.m.

ROLL CALL

Members present: Walter Hetzel
Theodore Nemmers
Eldon Leonard
Donald Rowen
Harold Welin
Maurice Campbell (arrived at 5:45 p.m.)
Max Kreager (arrived at 6:00 p.m.)

Members absent: Murray Goodman
Walter Stover, Jr.

Others present: Paul Lowery, Superintendent
Gene Snyders, Board Secretary
Various other DMACC students and staff
and interested residents.

APPROVAL OF AGENDA

It was moved by T. Nemmers, seconded by E. Leonard, that the supplemental agenda be approved.

Motion passed.

APPROVAL OF MINUTES

It was moved by E. Leonard, seconded by T. Nemmers, that the minutes of the January 9 regular meeting, the January 23 special meeting, and the February 6 special meeting be approved as presented.

Motion passed.

MONTHLY FINANCIAL REPORT

The monthly financial report was presented by Gene Snyders. A copy of the report is attached (attachment #1) hereto and made a part of these minutes.

RECESS

Board President Donald Rowen declared the regular board meeting recessed at 6:30 p.m. for the purpose of a dinner break.

RECONVENE

The regular board meeting reconvened at 7:20 p.m. at the same location as previously held. All those present prior to the recess were again present at this time.

PERSONNEL CONTRACT
CHANGE

It was moved by W. Hetzel, seconded by M. Kreager, to approve the contract change for Richard Hamann from \$11,273 to \$12,258.

Motion passed.

RESIGNATIONS

It was moved by E. Leonard, seconded by T. Nemmers, that the following resignations be accepted:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Janice Lemke	Instructor, Mobile CEC	February 15, 1978
Rosemary Devine	Instructor, Office Occupations	March 3, 1978
Lois Lehmkuhl	Instructor, Nursing, Boone	June 30, 1978
Arthur Miller	Instructor, Vets Ag., Carroll	March 10, 1978
Anita Stineman	Instructor, Nursing, Boone	March 28, 1978

Motion passed.

LEAVES OF ABSENCE
WITHOUT PAY

It was moved by M. Kreager, seconded by M. Campbell, that the following leaves of absence without pay be approved:

William Eckel, Bldg. Trades, approximately 4 months, beginning January 17, 1978
 Robert L. Anderson, Culinary Arts, 2 days, December 21-22, 1977
 Anita Sheley, Educ. Advisor, Urban Center, 1 day, Dec. 2, 1977
 Larry Tyler, Tool and Die, 1 day, December 22, 1977
 Leone Young, Dental Hygiene, 1 day, January 26, 1978

Motion passed.

TERMINATION OF CONTRACT

It was moved by H. Welin, seconded by M. Campbell, to terminate the contract of Anita Sheley, Educ. Advisor, Urban Center, effective February 28, 1978.

Motion passed.

ADVISORY COMMITTEE
APPOINTMENTS

It was moved by E. Leonard, seconded by M. Kreager, to approve the appointment of the following advisory committee members:

Thelma Meadows to the First Year Nursing Advisory Committee at Boone for remainder of one-year term.

W. G. Gehrke, Zearing, to the Telecommunications Advisory Committee for a three-year term.

Samuel J. Fengel, Scranton, to the Telecommunications Advisory Committee for a three-year term.

Paul Maurer, Wilton, to the Telecommunications Advisory Committee for a one-year term.

Motion passed.

APPROVAL OF INSURANCE
AUDIT

It was moved by M. Kreager, seconded by W. Hetzel, to approve the contract for \$2,850 to Insurance Audit and Inspection Company, 6525 East 82nd Street, Suite 206, Indianapolis, Indiana, for the purpose of conducting an audit of the insurance needs of the College for fire and supplemental perils including vandalism and sprinkler leakage, marine, profits, business interruption, credit, workmen's compensation, employers' and general public liability, product liability, boiler and machinery, automobile, fidelity, burglary and robbery, and all other forms of property, casualty and business insurance (except life, health, and accident insurance and group benefit plans) and to make recommendations to the Board.

Motion passed.

FY 79 COLLEGE
OBJECTIVES

It was moved by M. Kreager, seconded by M. Campbell, to approve the College Objectives for FY 79 as presented in attachment #2, attached hereto and made a part of these minutes.

It was moved by W. Hetzel, seconded by M. Kreager, to amend the original motion to insert in line 2 of objective #8 "the development of" between including and a permanent Urban Center.

Amendment passed. Amended motion passed.

REVISION OF ACREAGE
CONTRACT TO I. D. O. T.

It was moved by M. Campbell, seconded by E. Leonard, to amend the motion of the regular meeting of December 12, 1977, and the contract between the College and the Iowa Department of Transportation, shown as attachment #2 to said meeting, to be corrected to show the acreage to be 16.14 rather than 18.

Motion passed.

APPROVAL OF DEPOSITORIES
FOR FY 79 and
FY 80

It was moved by M. Campbell, seconded by H. Welin, to approve Resolution #78-2, designating College depository banks for the two-year period July 1, 1978, through June 30, 1980, included as attachment #3 to these minutes.

Motion passed.

FY 79 BUDGET APPROVAL
AND SETTING DATE FOR
PUBLIC HEARING

It was moved by M. Kreager, seconded by E. Leonard, that the proposed FY 79 General Fund Budget totalling \$13,372,266 and the Plant Fund Budget totalling \$5,345,499 be approved for filing and publication and that the public hearing on said budget be held at 7:30 p.m., March 13, 1978, Building #2, Room 15, Ankeny Campus and that the Board Secretary be directed to publish the required notices and budget summary as required by law.

Motion passed.

APPROVAL OF REALTOR
FOR CALENDAR YEAR 1978

It was moved by E. Leonard, seconded by M. Kreager, to accept the low bid of 4½% commission fee by Select Realty and to appoint said firm as the realtor to handle the sale of student built houses completed during calendar year 1978.

Motion passed.

RESOLUTION TO APPROVE
EDP CONSORTIUM

It was moved by M. Kreager, seconded by E. Leonard, to adopt Resolution #78-3, authorizing a Chapter 28E Agreement for the operation of the Western Iowa Regional EDP Consortium, and included as attachment #4 to these minutes.

Motion passed.

NEW PERSONNEL

It was moved by E. Leonard, seconded by T. Nemmers, that employment be offered to the following for the position indicated:

Name	Position	Annual Salary	Effective Date
Carole Lea Spicer	Clinical Instructor	\$12,258	Feb. 13, 1978
Linda Peacock	Clinical Instructor	11,765	Feb. 13, 1978
Mona Bartels	Mobile CEC Instructor	10,534	Feb. 6, 1978

PURCHASE OF LOTS IN
CARROLL, IOWA

It was moved by E. Leonard, seconded by T. Nemmers, to approve the purchase of three lots: Lot 1, Block 18, Lot 2, Block 18, Lot 12, Block 3, located in the Appelwood Knolls Addition to Carroll, Carroll County, Iowa, for a purchase price of \$10,000 per lot.

Motion passed.

CLAIMS AND ACCOUNTS

It was moved by E. Leonard, seconded by W. Hetzel, that the Claims and Accounts be approved as presented, copies attached hereto (attachment #5) and made a part of these minutes.

Motion passed.

EXECUTIVE SESSION

It was moved by E. Leonard, seconded by W. Hetzel, that the Board go into executive session for a strategy meeting of a public employer to discuss confidential reports relating to employee negotiations which, if released, would give advantage to others and serves no public purpose, and for exceptional reasons so compelling as to override the general public policy in favor of open meetings.

Motion passed unanimously, and the Board went into executive session at 8:25 p.m.

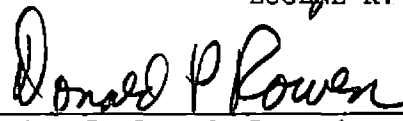
MEETING RECONVENES

The regular board meeting reconvened at 9:20 p.m. at the same location as previously held. All board members present prior to the executive session were again present.

ADJOURNMENT

It was moved by M. Kreager, seconded by E. Leonard, that the meeting be adjourned. Motion passed, and the meeting adjourned at 9:25 p.m.


EUGENE R. SNYDER, Secretary


DONALD P. ROWEN, President

DES MOINES AREA COMMUNITY COLLEGE
BUDGET BALANCE REPORT
January 31, 1978

	PUBLISHED & BOARD APPROVED BUDGET March 14, 1977	WORKING BUDGET	AMOUNT ENCUMBERED	AMOUNT EXPENDED OR RECEIVED	WORKING BUDGET BALANCE
GENERAL FUND DISBURSEMENTS:					
Arts & Sciences	\$ 1,878,117	\$ 1,823,952	\$ 532,580	\$ 817,511	\$ 473,861
Career Education	3,962,851	4,250,164	1,464,881	2,147,557	637,726
Career Exploration Center	158,605	160,135	46,901	86,249	26,985
Mobile Career Exploration Cent.	80,992	84,520	31,801	40,173	12,546
Adult Education	1,726,671	1,522,632	265,520	783,662	473,450
Vice President-Instruction	169,379	169,379	34,366	54,736	80,277
Administration	1,245,294	1,238,860	335,379	706,068	197,393
Student Life	1,123,708	1,170,743	369,199	668,825	132,719
Learning Resources	491,230	482,255	118,188	262,145	101,922
Physical Plant	<u>1,362,595</u>	<u>1,357,681</u>	<u>188,436</u>	<u>679,669</u>	<u>489,576</u>
Sub Total	\$12,199,442	\$12,260,321	\$3,387,251	\$6,246,615	\$2,626,455
CETA/Vocational Skills	578,899	431,314	10,941	269,574	150,799
Indo China Project	-	159,525	12,043	16,014	131,468
Sub Total	<u>\$12,778,341</u>	(A) <u>\$12,851,160</u>	<u>\$3,410,235</u>	<u>\$6,532,203</u>	<u>\$2,908,722</u>
Plus de-obligated Budget		84,721			84,721
GRAND TOTAL	<u>\$12,778,341</u>	<u>\$12,935,881</u>	<u>\$3,410,235</u>	<u>\$6,532,203</u>	<u>\$2,993,443</u>
GENERAL FUND REVENUE:					
Student Fees	171,000	174,200		94,303	79,897
Tuition	2,679,100	2,683,000		1,569,691	1,113,309
Property Taxes-Operations	1,685,354	1,628,595		869,368	759,227
Property Taxes-Tort	18,367	18,367		9,647	8,720
State General Aid	5,035,761	5,035,761		3,776,821	1,258,940
State Vocational Aid	1,074,814	1,074,764		714,249	360,515
Other State Support	-	55,581		55,581	-
State Capital Outlay	253,800	253,800		-	253,800
Federal Aid	1,444,766	1,541,200		401,096	1,140,104
Sales and Service	29,000	29,000		13,409	15,591
Other Revenue	107,000	123,714		130,199	(6,485)
Sub Total	<u>\$12,498,962</u>	<u>\$12,617,982</u>		<u>\$7,634,364</u>	<u>\$4,983,618</u>
Unrestricted Fund Balance	279,379	233,178		233,178	-
GRAND TOTAL	<u>\$12,778,341</u>	<u>\$12,851,160</u>		<u>7,667,542</u>	<u>\$4,983,618</u>
PLANT FUND EXPENDITURES:	\$ 2,748,354	(C) \$ 4,376,879		(B) \$1,786,050	\$2,590,829
PLANT FUND REVENUE:	<u>\$ 1,714,354</u>	<u>\$ 1,714,354</u>		<u>\$ 932,752</u>	<u>\$ 781,362</u>

Footnotes:

- A. Board approval may be requested in April for May public hearing to amend General Fund Budget, due to addition of Indo-China Project.
- B. Plant Fund expenditures includes loan payments to Bankers Trust of \$1,188,427.
- C. Working Budget for Plant Fund increased by amount of payment due to Bankers Trust on loan negotiated this fiscal year totalling \$1,628,525, which was not included in original budget. An amendment to Plant Fund Budget will be requested in April, as determined necessary.

DES MOINES AREA COMMUNITY COLLEGE
GENERAL FUND INTERIM BALANCE SHEET
January 31, 1978

ASSETS-----

Code

CASH & INVESTMENTS

01	Cash in Bank - Checking	\$ 476,499	
02	Petty Cash - Ankeny Checking	1,117	
03	Petty Cash - Boone Checking	5,000	
19	Cash in Bank - Payroll	10,030	
20	Returned Checks	9,312	
22	Petty Cash	859	
25	Cash Over or Short	(57)	
30	Investments in CD's	1,600,000	
35	Investments in Savings Account	<u>176,346</u>	
	TOTAL CASH & INVESTMENTS		\$2,279,106

ACCOUNTS RECEIVABLES

45	Due from Federal	23,175	
46	Due from Others	32,679	
	Budgeted Revenue FY 78	\$12,617,982	
	Less Amount Received	<u>7,634,364</u>	
	Balance to Receive	<u>4,983,618</u>	
	TOTAL ACCOUNTS RECEIVABLE		5,039,472

EXPENDIBLE SUPPLIES, INVENTORY

61			20,292
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CONSTRUCTION WORK IN PROGRESS

69	Carroll House #3 - Under Construction	34,270	
	Carroll House #4 - Lot Only	8,902	
	Ankeny House #10 Under Construction	53,565	
	Ankeny House #11 Under Construction	13,887	
	Ankeny House #12 Lot Only	6,930	
	Ankeny House #13 Lot Only	8,100	
	Ankeny House #14, Lot Only (Down Payment)	<u>500</u>	
	TOTAL CONSTRUCTION WORK IN PROGRESS		<u>126,154</u>

TOTAL ASSETS

\$7,465,024

DES MOINES AREA COMMUNITY COLLEGE
GENERAL FUND INTERIM BALANCE SHEET
January 31, 1978

---LIABILITIES & FUND BALANCE---

ode

71	<u>DEFERRED INCOME</u>		
	DFAFS Funds (HEW Funded Projects)	\$ 573,627	
	Iowa Script Funds from Prior Year	<u>8,753</u>	\$ 582,380
01	<u>ACCOUNTS PAYABLE</u>		
	Budgeted Expenditures	12,851,160	
	Less Expended to Date	<u>6,532,203</u>	
	Balance to be Expended		6,318,957
	 TOTAL LIABILITIES		 \$6,901,337
11	<u>UNRESTRICTED FUND BALANCE</u>		
	Balance Forward, July 1, 1977		796,865
	Revenue FY 78 to Jan. 31, 1978	7,634,364	
	Disbursements FY 78 to Jan. 31, 1978	6,532,203	
	Net Revenue Over Disbursements		<u>1,102,161</u>
	FUND BALANCE January 31, 1978		<u>1,899,026</u>
	Working Budget Revenue FY 78	12,617,982	
	Less Amount Reveived to 1-31-78	<u>7,634,364</u>	
	Balance to be Received by 6-30-78		4,983,618
	Working Budget Disbursements FY 78	12,851,160	
	Less Disbursed to 1-31-78	<u>6,532,203</u>	
	Balance to be Disbursed by 6-30-78		(6,318,957)
	PROJECTED FUND BALANCE June 30, 1978		<u>563,687</u>
	 TOTAL LIABILITIES & FUND BALANCE		 <u>\$7,465,024</u>

DES MOINES AREA COMMUNITY COLLEGE
CASH POSITION - FINANCIAL REPORT

January 31, 1978

<u>ANKENY NATIONAL BANK</u> General, Agency, Auxiliary Scholarship & Loan Funds	<u>BANKERS TRUST</u> Special Plant Fund	<u>Voted Tax &</u> <u>Sinking Fund</u>
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CASH IN BANK

Balance Forward Jan. 1, 1978	\$ 413.80	\$ 21,387.93
Plus Receipts - January	3,192,374.20	1,217,246.71
Less Disbursements - January	<u>3,165,758.29</u>	<u>1,201,760.47</u>
Cash in Bank Jan. 31, 1978	\$ 27,029.71	\$ 36,874.17

INVESTMENTS

Savings Account 5%	176,345.78	46,281.58	\$ 49,191.97
Certificates of Deposit:			
6.15% due 2-28-78	800,000.00		
6.4% due 3-31-78	800,000.00		
6.875% due 6-30-78			400,000.00
6.9% due 6-30-78			269,000.00
7.1% due 1-15-79		100,000.00	
Various maturities	<u> </u>	<u>6,860,000.00</u>	<u> </u>
TOTAL CASH & INVESTMENTS	<u>\$ 1,803,375.49</u>	<u>\$ 7,043,155.75</u>	<u>\$ 718,191.97</u>

Footnotes:

- Next Loan Payment of \$1,474,262.50
due Bankers Trust 6-30-78-

DES MOINES AREA COMMUNITY COLLEGE

College Objectives
FY 1979

- 1) During FY79, the enrollment in all divisions and at all locations will be 7000 FTE. A specific FTE breakdown by functions is as follows:

Career Education (FT)	3175
Career Supplemental/Vets Ag	725
Adult Ed/HSE	855
Secondary Ed/CEC	75
Arts and Science	1990
CETA Class Size	180
TOTAL	<u>7000</u>

- 2) During FY79, the college will seek to maintain the anticipated enrollments in the following ways:

- a. Encourage slot-ins and increased class enrollments in existing career, arts and science, and continuing education programs.
- b. Promote and encourage full and part-time student attendance at the Boone Campus and Urban Center.
- c. Expand opportunities for part-time students in regular career and extended day programs.
- d. Expand opportunities for non-traditional students.
- e. Should new program money be available, implement the following new and expanded programs:
 1. Safety Specialist
 2. Labor Studies
 3. Mechanical Technology
 4. Building Maintenance
 5. Copy Reproduction
 6. Selected certificate programs less than 120 hours in length
 7. Additional Section of Diesel
 8. Additional Section of Associate Degree Nursing
 9. Additional Section of Operating Room Technician

- 3) During FY79, the college will continue the present and start additional secondary vocational preparatory programs in the college district where special finances are available.

- 4) By October 1979, a minimum of three career programs for future implementation will be developed and placed on file with the DPI.

- 5) During FY79, the college will continue to develop a master evaluation plan which will measure the effectiveness of the college in delivering educational services.
- 6) During FY79, the Business Management Office will complete the redesign of the financial accounting system and payroll system.
- 7) During FY79, a Procedures Manual, consistent with board policies, for the management and operation of Personnel, Instruction, Student Life, Research and Development Office, Foundation Office, Alumni Affairs, Governmental Affairs and College Relations will be developed.
- 8) During FY79, the college will continue planning and construction of facilities in Phase III of the Master Plan including the development of a permanent Urban Center.
- 9) During FY79, the appointed developer will be encouraged to proceed with plans to provide student housing contingent on the availability of waste disposal services.
- 10) During FY79, students will be provided an opportunity to participate in the internal governance of the college.
- 11) During FY79, the staff development program for all employees will be improved.
- 12) During FY79, development of the Management Information System will continue.
- 13) During FY79, the college will continue to maintain and modify the Management by Objectives System with all appropriate personnel as defined in the MBO Policy and Procedures Manual.
- 14) During FY79, efforts will be continued to influence governmental affairs and legislation pertaining to the college.
- 15) During FY79, a program to improve internal and external communications and information about the college will be continued with special emphasis on promotion of new programs and programs with light enrollment.
- 16) During FY79, an internal research program will be developed which will provide data on student needs and characteristics, graduates, withdrawals, transfers, and dropouts.
- 17) During FY79, a major emphasis of the Student Life staff will be implementation of a system whereby student career goals are assessed at admission, career development assistance is provided during enrollment, and career entrance is facilitated upon completion.

- 18) During FY79, the college will maintain a uniform system of inventory accountability for all school owned or managed capital outlay items, to include equipment, buildings and site improvements. Permanent items, to include equipment, buildings and site improvements. Permanent items above \$10 value will be listed and those over \$50 value will be marked or tagged.
- 19) During FY79, the data will indicate an average of 90% of the Career Education graduates who have expressed a desire for employment have been placed.
- 20) During FY79, the college will develop a comprehensive Energy Management plan for all campuses and attendance centers.
- 21) During FY79, the college will continue efforts to foster a comprehensive program and foster cooperative relationships with high schools in the district and with higher education institutions throughout the state.

RESOLUTION NAMING DEPOSITORIES

Iowa Official Form No. 697 Section 453.2 of the Code

BE IT RESOLVED by the ... DES MOINES AREA COMMUNITY COLLEGE ... of
(Insert here board of supervisors, township trustees, board of school directors, city or town council)

MERCED AREA XI POLK County, Iowa: That we do hereby designate the following named
(Insert here county, township, school district, or city or town)

banks to be depositories of the DES MOINES AREA COMMUNITY COLLEGE - effective July 1, 1978
(Insert here county, township, school district, or city or town)

funds in amounts not to exceed the amount named opposite each of said designated
depositories and the Controller is hereby authorized to de-
(Insert here county treasurer, township clerk, school district treasurer or city or town treasurer)

posit the DES MOINES AREA COMMUNITY COLLEGE funds in amounts not to exceed in the aggregate the
(Insert here county, township, school district, or city or town)

amounts named for said banks as follows, to-wit:

Table with 4 columns: NAME OF DEPOSITORY, LOCATION, Maximum Deposit in effect under prior resolution, Maximum Deposit under this resolution. Rows include BOONE STATE BANK & TRUST, CITIZENS NATIONAL BANK, ANKENY NATIONAL BANK, ANKENY STATE BANK, BANKERS TRUST COMPANY, SOUTH DES MOINES NATL BANK, FIRST FEDERAL STATE BANK, COMMERCIAL SAVINGS BANK, PELLA NATIONAL BANK, AMERICAN NATIONAL BANK.

The vote on the resolution is as follows:

AYES: NAYS:
[Blank lines for recording votes]

Dated at Ankeny, Iowa, this 13th day of February, 1978.

SEAL (Secretary, Clerk or County Auditor)

NOTE: The foregoing resolution should be certified in duplicate to the Treasurer of State, after approved by him, his findings will be endorsed on one copy, which will be returned to the proper officer for his files.

SEC. 453.1. Deposits in General. The treasurer of state, and of each county, city, town, county public hospital, merged or a hospital, memorial hospital and school corporation, and each township clerk and each county recorder, auditor, sheriff and clerk of the district court, and each secretary of a school board shall deposit all funds in their hands in such banks as are first approved by the executive council, board of supervisors, city or town council, board of hospital trustees, memorial hos-

pital commission, board of school directors, respectively; provided, however, that the treasurer of state and the treasurer of each political subdivision shall invest all funds not needed for current operating expenses in time certificates of deposit in banks listed as approved depositories pursuant to this chapter or in investments permitted by section 452.10. The list of public depositories and the amounts severally deposited therein shall be a matter of public record. The term "bank" means a bank or a

private bank, as defined in section 524.103. SEC. 453.3. Increase Conditionally Prohibited. The maximum amount so permitted to be deposited in a named bank shall not be increased except with the approval of the treasurer of state. SEC. 454.6. Duty of Treasurers. It shall be the duty of all school treasurers, city and town treasurers, and township clerks of the county to keep on file with the county treasurer a list of such depositories.

RESOLUTION

DES MOINES AREA COMMUNITY COLLEGE

BOARD OF DIRECTORS

COUNTY OF Polk, STATE OF IOWA

BE IT RESOLVED that the "Agreement For the Operation of the WESTERN IOWA REGIONAL EDP CONSORTIUM" submitted to this Board and attached hereto is hereby accepted and approved and the Agency administrators are hereby authorized and directed to execute said Agreement for and on behalf of Des Moines Area Community College, IN THE COUNTY OF Polk, STATE OF IOWA.

BE IT FURTHER RESOLVED, that the Secretary of this Board is hereby directed to take whatever action is deemed necessary or appropriate to record said agreement and to otherwise comply with Chapter 28E and all other provisions of the Code of Iowa authorizing this Agreement between public agencies.

Passed and Approved February 14, 1978

Donald P. Roever

President
Des Moines Area Community College Board of Directors

ATTEST:

NOTARIZED:

Eugene Snyder
Secretary

Des Moines Area Community College Board of Directors

Martha A. Testatnik