The regular monthly meeting of the Des Moines Area Community College Board of Directors was held in Room 215, Building #2, Ankeny campus, Ankeny, Iowa, on September 12, 1977. The meeting was called to order by Board President, Walter Hetzel, at 5:30 p.m.

Members present: Maurice Campbell
Murray Goodman
Walter Hetzel
Eldon Leonard
Donald Rowen
Walter A. Stover, Jr.
Max Kreager

Members absent: Harold Welin
Harry Bloomquist

Others present: Paul Lowery, Superintendent
Irv Steinberg, Board Secretary
Various other DMACC students and staff
and interested residents

It was moved by M. Kreager, seconded by D. Rowen, that the Board go into executive session to discuss personnel matters, and for exceptional reasons so compelling as to override the general public policy in favor of open meetings. Motion passed unanimously, upon a roll call vote, and the Board went into executive session at 5:40 p.m.

The regular board meeting reconvened at 6:00 p.m. at the same location as previously held. All persons present prior to the executive session were again present at this time.

It was moved by M. Campbell, seconded by M. Goodman, that the minutes of the regular meeting held August 8, 1977, and the special meeting held August 22, 1977 be approved as presented. Motion passed.
Regular Meeting

NEW PERSONNEL

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellen M. Maxwell</td>
<td>Child Development</td>
<td>$6,173</td>
<td>9-6-77</td>
</tr>
<tr>
<td>Richard Hamann</td>
<td>Accounting</td>
<td>11,273</td>
<td>9-6-77</td>
</tr>
<tr>
<td>Lyla Maynard</td>
<td>Dev. Disabilities</td>
<td>15,938</td>
<td>8-22-77</td>
</tr>
<tr>
<td>Ann Marie Gragg</td>
<td>1st yr. Nursing</td>
<td>14,707</td>
<td>8-24-77</td>
</tr>
<tr>
<td>Michael Kucera</td>
<td>Mobile CEC</td>
<td>13,736</td>
<td>8-22-77</td>
</tr>
<tr>
<td>Wanda Bilsing</td>
<td>Office Occupations</td>
<td>13,475</td>
<td>8-22-77</td>
</tr>
<tr>
<td>Sue Ann Gibbons</td>
<td>Coord./Office Occup.</td>
<td>6,300</td>
<td>9-15-77</td>
</tr>
<tr>
<td>Larry W. Hughes</td>
<td>P.E., Boone</td>
<td>14,229</td>
<td>9-6-77</td>
</tr>
<tr>
<td>Joanne Westergard</td>
<td>Health Care Admin.</td>
<td>8,277</td>
<td>9-1-77</td>
</tr>
</tbody>
</table>

Motion passed.

CONTRACT CHANGES

It was moved by M. Goodman, seconded by M. Kreager, that approval be given to personnel contract changes as indicated below:

a. Harold Sartain - Communications & Humanities, from Lane 248, Level 13.0, @ $17,677 annual to Lane 270, Level 13.0 @ $18,170 annual, for additional education.

b. Kerry Jo Bruening - Data Processing, from Lane 225, Level 4.0 @ $12,751 annual to Lane 248, Level 4.0 @ $13,243, for additional education.

c. Diane Schroeder - Dental Assistant, from Lane 225, Level 3.0, @ $15,322 annual to Lane 248, Level 3.0 @ $15,938, for additional education.

d. Rosemary Devine - from Business Occupations @ CIVEC @ $17,170 annual (12 mos.) to Office Occupations @ Ankeny @ $13,736 annual (9 mos.), commencing September 6, 1977.

e. Delbert Shepard - Industrial Marketing, from Lane 248, Level 6.5 @ $18,094 annual to Lane 293, Level 6.5 @ $19,325, for additional education.

f. Myrna M. Maurer - Data Processing, from Lane 203, Level 5.0 @ $12,751 annual to Lane 225, Level 5.0 @ $13,243 annual, for additional education.

g. Julia Haggar - Communications & Humanities, from Lane 270, Level 7.5 @ $15,460 annual to Lane 293, Level 7.5 @ $15,953 annual, for additional education.

h. Barbara Johanningsmeier - Dental Hygiene, from Lane 248, Level 12.0 @ $21,480 annual to Lane 270, Level 12.0 @ $22,096 annual, for additional education.
Regular Meeting

3  September 12, 1977

TRANSFERS

i. Bruce Hann
   Communications & Humanities, from Lane 270, Level 12.5 @ $22,404 annual to Lane 293, Level 12.5 @ $23,020, for additional education.

j. Richard Silver
   from Evening Machine Operator program @ CIVEC to Job Shop Machine/Tool & Die, Ankeny @ the same salary, to-wit, $16,554 annual for 12 mos., beginning September 6, 1977. Mr. Silver replaces Dick Seliger, who replaced Bill Stewart as Program Chairperson.

Motion passed.

TRANSFERS

It was moved by M. Goodman, seconded by W. Stover, that the following personnel transfers be approved:

a. Lloyd Frette
   from CIVEC to Ankeny as Auto Body instructor @ the same annual salary, to-wit, $19,017 for 12 mos., effective October 1, 1977.

b. Charles Smart
   from CIVEC to Ankeny as Upholstery instructor @ the same annual salary, to-wit, $17,786 for 12 mos., effective October 1, 1977.

Motion passed.

RESIGNATIONS

It was moved by M. Kreager, seconded by W. Stover, that the resignation of Jerry Nauman, P.E. and Coach, Boone campus, be accepted, effective May 27, 1977. Motion passed.

It was moved by W. Stover, seconded by D. Rowen, that the following leaves of absence without pay be approved:

Myrna Maurer, Data Processing, 15 days, Sept. 12-30, 1977
Dorothy Donovan, Nursing, 9 days, Nov. 3-15, 1977.

Motion passed.

APPROVAL OF AGREEMENT FOR VOCATIONAL REHABILITATION SERVICES

It was moved by W. Stover, seconded by M. Kreager, that approval be given to an agreement with the State Department of Public Instruction whereby the sum of $6,000 will be paid in full by April 1, 1978 for one full-time vocational rehabilitation counselor and one secretary, employed by the DPI and assigned to the DMACC Ankeny campus, for the fiscal year July 1, 1977 through June 30, 1978, and that the Board President and Secretary be authorized to sign said agreement in the form of a "Statement of Understanding." Motion passed.

APPROVAL OF DUES TO NATIONAL ASSN OF STUDENT FINANCIAL AID ADMINISTRATORS

It was moved by M. Kreager, seconded by M. Campbell, that approval be given to the payment of $200 institutional membership dues in the National Association of Student Financial Aid Administrators for FY78. Motion passed.
It was moved by M. Goodman, seconded by M. Campbell, that the following be appointed to serve on an advisory committee for Arts & Sciences in the Carroll area:

Mrs. Esther Chambers  
Mrs. L. A. Smith
Mr. James Kerwin

M. J. Arts
Mrs. Shirley Pitzer
Mrs. May Opperman
Mrs. Mary Beth Schechtman

M. P. Barron
Merle McCrea

Motion passed.

It was moved by D. Rowen, seconded by E. Leonard, that the following named persons be reappointed to serve as members of the DMACC Foundation Board:

Norman W. Ackerman  
Duane Spicer  
John Voigt  
Lloyd W. Courter
Paul Stark
Eileen Smith

Motion passed.

It was moved by W. Stover, seconded by M. Goodman, that appointments to advisory committees in the Career Education programs be approved as shown on the listings attached hereto and made a part of these minutes. Motion passed.

It was moved by M. Campbell, seconded by D. Rowen, that the DMACC delegate to the Iowa Association of School Boards be Murray Goodman, who is currently the alternate delegate to the Iowa Council of Area School Boards, and the alternate delegate be Max Kreager, who is currently the delegate to the Iowa Council of Area School Boards. Motion passed.

It was moved by M. Goodman, seconded by M. Kreager, that the organizational meeting be held on October 10, 1977 at the Boone campus just preceding the regular October board meeting in lieu of the first Monday in October as established by the Iowa Code for this meeting, since it was determined that a quorum could not be present on October 3, 1977. Motion passed.
It was moved by E. Leonard, seconded by M. Kreager, that approval be given to the Manpower Services Agreement, a copy of which is attached hereto and made a part of these minutes, between Central Iowa Regional Association of Local Governments and Des Moines Area Community College, effective October 1, 1977 through September 30, 1978, subject to receipt of federal funding by CIRALG. Motion passed after a roll call vote as follows:

**AYES:** Maurice Campbell  
Walter Hetzel  
Eldon Leonard  
Donald Rowen  
Max Kreager

**NAYS:** Murray Goodman

**ABSTAIN:** Walter A. Stover, Jr.

It was moved by M. Kreager, seconded by M. Campbell, that individual CIVEC contracts be renewed as per CIRALG agreement at the same salaries as approved effective July 1, 1977 and as shown below, subject to receipt of federal funding by CIRALG:

<table>
<thead>
<tr>
<th>Name and Position</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carl Rolf, Director, Vocational Programs</td>
<td>$ 22,925</td>
</tr>
<tr>
<td>George Nichols, Asst. Director, Student Services</td>
<td>21,546</td>
</tr>
<tr>
<td>Edward Kenninger, Instr., Bldg. Maintenance</td>
<td>14,091</td>
</tr>
<tr>
<td>Mary Ann Harpel, Instr., Office Occupations</td>
<td>19,017</td>
</tr>
<tr>
<td>Carol Knopp, Instr., Office Occupations</td>
<td>17,170</td>
</tr>
<tr>
<td>Wayne Mitchell, Instr., Office Occupations</td>
<td>19,017</td>
</tr>
<tr>
<td>Kay Marten, Instr., Office Occupations</td>
<td>17,170</td>
</tr>
<tr>
<td>Charles Pardekooper, Instr., Copy Reproduction</td>
<td>18,401</td>
</tr>
<tr>
<td>Jon Robinson, Instr., Related &amp; Adult Basic Ed.</td>
<td>17,478</td>
</tr>
<tr>
<td>Madge Versteegh, Instr., Related &amp; Adult Basic Ed.</td>
<td>21,173</td>
</tr>
<tr>
<td>Kenneth Collier, Instr., Welding</td>
<td>17,786</td>
</tr>
<tr>
<td>Dorothy McCready, Office Assistant II, Sec/Clerical</td>
<td>9,722</td>
</tr>
<tr>
<td>Olga Hill, Bookkeeper I, Sec/Clerical</td>
<td>9,246</td>
</tr>
<tr>
<td>Genevieve Wagner, Records Clerk III</td>
<td>4,586 (½ time)</td>
</tr>
</tbody>
</table>

Motion passed.

It was moved by M. Kreager, seconded by M. Goodman, that the motion just passed be reconsidered, with a new vote taken. Motion passed, and the previous motion was re-voted. The Board President noted that the original motion did again pass, with two members voting "nay."

It was moved by D. Rowen, seconded by E. Leonard, that subject to the receipt of federal funding for the Manpower Services Agreement between CIRALG and DMACC, the Superintendent be authorized to enter into an agreement with Kingsway Ministries, Inc., for 4,048 sq. ft. of space located in the old Dowling building, for operation of the Office Occupations program, at a cost of $3.50 per sq. ft., to include utilities, or for a monthly rental of $1,180.66 plus $25.00 security fee. Motion passed.
APPROVAL OF AGREEMENT FOR COLLECTIVE BARGAINING SERVICES

It was moved by M. Kreager, seconded by D. Rowen, that approval be given to an agreement to hire Harvey Wiltsey and Associates for services related to collective bargaining for FY78 for a fee of $400. Motion passed.

CLAIMS AND ACCOUNTS

A copy of a memorandum from Eugene Snyders, Vice President, Business Management, addressed to Supt. Paul Lowery, was distributed to the board members, a copy of which is attached hereto and made a part of these minutes, and was reviewed in some detail. The memorandum noted the existing problem of having board approval for bills as technically required by the Code of Iowa, and suggested that legislative action be pushed to have the present law changed to allow release of bills prior to a board meeting and after audit by a board committee, as has been the DMACC board approved procedure since November 1975. The memo further recommended continuation of the DMACC board approved procedure, with board action to reapprove such procedure annually at the organizational meeting.

A consensus of the Board indicated approval of the recommendation as stated in the memorandum.

M. Campbell

A motion was made by W. Hetzel, seconded by D. Rowen, that the claims and accounts be approved as presented. Motion passed.

EXECUTIVE SESSION

It was moved by M. Kreager, seconded by M. Campbell, that the Board go into executive session to prevent premature disclosure on consideration of a real estate purchase, which would give advantage to others and serve no public purpose and for exceptional reasons so compelling as to override the general public policy in favor of open meetings. Motion passed unanimously after a roll call vote was taken and the Board went into executive session at 8:45 p.m.

RECONVENE OF REGULAR MEETING

The regular board meeting reconvened at 9:25 p.m. at the same location as previously held. All persons present prior to the executive session were again present.

ADJOURNMENT

It was moved by W. Stover, seconded by M. Campbell, that the meeting be adjourned. Motion passed and the meeting was adjourned at 9:30 p.m. A special board meeting was set for 5:30 p.m. Monday, September 26, at the Bavarian House restaurant at 5220 NE 14th St., Des Moines.

IRV STEINBERG, Secretary

WALTER L. HETZEL, President
5:30 P.M. CALL TO ORDER

PUBLIC COMMENTS

1. APPROVAL OF MINUTES - August 8 regular meeting and August 22 special meeting

2. REPORTS
   a. ICASB - Kreager
   b. MIECC - Hetzel
   c. Area Superintendents
   d. Progress report on Urban Center
   e. Monthly financial

3. COMMUNICATIONS

4. UNFINISHED BUSINESS

5. NEW BUSINESS
   a. New Personnel
      (1) Ellen M. Maxwell, Child Development, Ankeny
      (2) Richard D. Hamann, Accounting, Ankeny
      (3) Lyla Maynard, Development Disabilities, Ankeny
      (4) Ann Marie Gragg, First Year Nursing, Ankeny
      (5) Michael James Kucera, Mobile CEC, Ankeny
      (6) Wanda L. Bisling, Office Occupations, Ankeny
      (7) Sue Ann Gibbons, Coordinator, Office Occupations, Ankeny
      (8) Larry Hughes, Physical Education, Boone
      (9) See supplemental
   b. Contract Changes
      (1) Harold Sartain, Communications & Humanities
      (2) Kerry Jo Bruening, Data Processing
      (3) Diane Schroeder, Dental Assistant
      (4) Rosemary Devine, Business Occupations
      (5) Delbert Shepard, Industrial Marketing
      (6) Myrna Maurer, Data Processing
      (7) Julia Haggar, Communications & Humanities
      (8) Barbara Johanningsmeier, Dental Hygiene
      (9) Bruce Hann, Communications & Humanities
      (10) Richard Silver, Job Shop Machine/Tool & Die
   c. Transfer
      (1) Lloyd Frette, Auto Body
      (2) Charles Smart, Upholstery
   d. Resignations
      (1) Jerry Nauman, P.E. and Coach, Boone, May 27, 1977
5. NEW BUSINESS (continued)
ed. Leave of Absence Without Pay
   (1) Myrna Maurer, Data Processing, 15 days, Sept. 12-30, 1977
   (2) Dorothy Donovan, Nursing, 9 days, Nov. 3-15, 1977
f. Continuation of agreement to provide matching funds in the amount
   of $6,000 for a full-time rehabilitation counselor and secretary
   on campus.
g. Institutional membership dues in the National Association of Student
   Financial Aid Administrators for 1977-78 in the amount of $200.
h. Recommend appointment of members to serve on advisory committee for
   Arts and Sciences, Carroll area, as per enclosed list.
i. Reappointment of DMACC Foundation Board members as per enclosed list.
j. Appointment of members to advisory committees in Career Education
   programs as per enclosed lists. W. Stover, 2d M. Goodman
k. Appointment of Board Delegate and Alternate Delegate to the Iowa
   Association of School Boards for a 2-year term beginning this fall.

6. OTHER

7. PRESENTATION OF CLAIMS AND ACCOUNTS

8. ADJOURNMENT

9:30 A.M. Stover, Exum

E. Leonard, 2d D. Rowen that Orgn. Meeting be
held 10/6 at Boone Campus. (Goodman/Kreagan will be absent)

Special Meeting set for 5:30 p.m. Nov. 7th 1977
5. NEW BUSINESS

a. New Personnel (continued)
(9) Joanne Westergard, Health Care Administration, Ankeny

1. Approval of Manpower Services Agreement between Central Iowa Regional Association of Local Governments and Des Moines Area Community College, effective October 1, 1977 through September 30, 1978, subject to receipt of federal funding by CIRALG.

m. Renewal of individual CIVEC contracts as per CIRALG agreement at the same salaries as approved effective July, 1977, subject to receipt of federal funding.

n. Subject to the receipt of federal funding for the Manpower Services Agreement between CIRALG and DMACC, authorize the Superintendent to enter into an agreement with Kingsway Ministries, Inc. for 4,048 sq. ft. of space located in the old Dowling building for operation of the Office Occupations program. The cost per sq. ft. will be $3.50; monthly rental will be $1,180.66 plus $25 security fee. -subject to fed. funding.

o. Approval of agreement with Harvey Wiltsey & Associates for services related to collective bargaining for FY78. for a fee of $400.

M. Keegan, D. Rowen

Role call vote

No - Stone / Leonard

M. Goodman, D. Keegan

To reconvene. Note:
PERSONNEL RESUME'

Name: Ellen M. Maxwell
Age: 26
Position: Child Development Instructor
Division: Career Education
Recommended salary: $6,173 annual (3/5 time)
Most recent salary: $525/month
Salary in relation to staff w/similar qualifications: Comparable
Education: B.S. in Child Development
Experience: 3 yrs. work; 2 yrs. teaching
Reason for recommending this person: Best qualified
Beginning date of employment: September 6, 1977
Length of contract: 9 months
Reason for employment: Replacement for Martha Raney, who took job elsewhere

Name: Richard D. Hamann
Age: 28
Position: Accounting Instructor
Division: Career Education
Recommended salary: $11,273 annual
Most recent salary: $15,600 annual
Salary in relation to staff w/similar qualifications: Similar
Education: B.S. in Accounting
Experience: 5 yrs. work
Reason for recommending this person: Best qualified
Beginning date of employment: September 6, 1977
Length of contract: 9 months
Reason for employment: Replacement for Steven Collins, who accepted a teaching position with a 4-yr. institution

Name: Lyla Maynard
Age: 38
Position: Development Disabilities Instructor
Division: Career Education
Recommended salary: $15,938 annual
Most recent salary: $10,842 annual
Salary in relation to staff w/similar qualifications: Comparable
Education: M.S. in Child Development
Experience: 4 yrs. work; 3 yrs. teaching
Reason for recommending this person: Meets the required qualifications best
Beginning date of employment: August 22, 1977
Length of contract: 12 months
Reason for employment: Replacement for Katy Allen, whose husband was transferred
<table>
<thead>
<tr>
<th>Name:</th>
<th>Ann Marie Gragg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age:</td>
<td>27</td>
</tr>
<tr>
<td>Position:</td>
<td>First Year Nursing Instructor</td>
</tr>
<tr>
<td>Division:</td>
<td>Career Education</td>
</tr>
<tr>
<td>Recommended salary:</td>
<td>$14,707 annual</td>
</tr>
<tr>
<td>Most recent salary:</td>
<td>$945/mo.</td>
</tr>
<tr>
<td>Salary in relation to staff w/similar qualifications:</td>
<td>Comparable</td>
</tr>
<tr>
<td>Education:</td>
<td>BSN</td>
</tr>
<tr>
<td>Experience:</td>
<td>4½ yrs. work</td>
</tr>
<tr>
<td>Reason for recommending this person:</td>
<td>Adequate clinical &amp; academic background</td>
</tr>
<tr>
<td>Beginning date of employment:</td>
<td>August 24, 1977</td>
</tr>
<tr>
<td>Length of contract:</td>
<td>12 months</td>
</tr>
<tr>
<td>Reason for employment:</td>
<td>Replacement for Carol Thompson, whose husband has been transferred</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Michael James Kucera</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age:</td>
<td>30</td>
</tr>
<tr>
<td>Position:</td>
<td>Mobile CEC Instructor</td>
</tr>
<tr>
<td>Division:</td>
<td>Student Life</td>
</tr>
<tr>
<td>Recommended salary:</td>
<td>$13,736 annual</td>
</tr>
<tr>
<td>Most recent salary:</td>
<td>$13,900 annual</td>
</tr>
<tr>
<td>Salary in relation to staff w/similar qualifications:</td>
<td>Same</td>
</tr>
<tr>
<td>Education:</td>
<td>BA + 25 semester hours</td>
</tr>
<tr>
<td>Experience:</td>
<td>8 yrs. teaching; 2+ yrs. work</td>
</tr>
<tr>
<td>Reason for recommending this person:</td>
<td>Experience in similar work &amp; with Project Discovery</td>
</tr>
<tr>
<td>Beginning date of employment:</td>
<td>August 22, 1977</td>
</tr>
<tr>
<td>Length of contract:</td>
<td>9 months</td>
</tr>
<tr>
<td>Reason for employment:</td>
<td>Replacement for Steven Halstead, who is now coordinator of Mobile Career Exploration</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Wanda L. Bilsing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age:</td>
<td>44</td>
</tr>
<tr>
<td>Position:</td>
<td>Office Occupations Instructor</td>
</tr>
<tr>
<td>Division:</td>
<td>Career Education</td>
</tr>
<tr>
<td>Recommended salary:</td>
<td>$13,475 annual</td>
</tr>
<tr>
<td>Most recent salary:</td>
<td>Not available</td>
</tr>
<tr>
<td>Salary in relation to staff w/similar qualifications:</td>
<td>Comparable</td>
</tr>
<tr>
<td>Education:</td>
<td>AAS degree in Executive Secretarial; AA degree from DMACC</td>
</tr>
<tr>
<td>Experience:</td>
<td>1 yr. teaching; 4 yrs. work</td>
</tr>
<tr>
<td>Reason for recommending this person:</td>
<td>Excellent qualifications &amp; experience working with DMACC students</td>
</tr>
<tr>
<td>Beginning date of employment:</td>
<td>September 6, 1977</td>
</tr>
<tr>
<td>Length of contract:</td>
<td>12 months</td>
</tr>
<tr>
<td>Reason for employment:</td>
<td>Replacement for Jolyne Ghanatabadi, who resigned a 12 month position to accept a 9 month position at DMACC</td>
</tr>
</tbody>
</table>
Sue Ann Gibbons
26
Coordinator/Office Occupations
Career Education
$6,300 annual (1/2 time)
$945/month
Similar
B.S. in Business Education
3 yrs. teaching; 4 yrs. work (1 full-time, 3 part-time)
Best qualified
September 15, 1977
9 months
Replacement for Marianna Hall, who accepted full-time position with insurance company

Larry W. Hughes
38
Physical Education Instructor @ Boone
Arts & Sciences
$14,229 annual
$14,500 annual
Comparable
M.S. in Physical Education
10 yrs. teaching; 6 yrs. work
His demonstrated qualifications
September 6, 1977
9 months
Replacement for Jerry Nauman, who is going into business
SUPPLEMENTAL PERSONNEL RESUME'

Name: Joanne E. Westergard
Age: 36
Position: Part-time Instructor, Health Care Administration
Division: Career Education
Recommended salary: $8,277 annual (1/2 time)
Most recent salary: $13/hr
Salary in relation to staff w/similar qualifications: Similar
Education: B.A., Health Care Administration Certificate
Experience: 7 years work
Reason for recommending this person: Best qualified candidate
Beginning date of employment: September 1, 1977
Length of contract: 12 month
Reason for employment: New position

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

CIRALG CONTRACTS