Board of Directors Meeting Minutes (June 13, 1977)

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REGULAR MEETING

JUNE 13, 1977

The regular monthly meeting of the Des Moines Area Community College Board of Directors was held on June 13, 1977, at the Central Iowa Vocational Education Center, 2600 Bell Avenue, Des Moines, Iowa. The meeting, which was preceded by a presentation by the CIVEC staff and a tour of the facility at CIVEC, and a dinner break, was called to order by Board President Walter Hetzel at 7:30 p.m.

ROLL CALL

Members present: Harry Bloomquist
Murray Goodman
Walter Hetzel
Max Kreager
Donald Rowen
Walter Stover
Harold Welin

Members absent: Maurice Campbell
Eldon Leonard

Others present: Paul Lowery, Superintendent
Irv Steinberg, Board Secretary
Various other DMACC Students and Staff
Interested community residents

APPROVAL OF MINUTES

It was moved by H. Welin, seconded by W. Stover that the minutes of the regular board meeting held May 9, 1977 and special meeting held May 23, 1977 be approved as presented with the May 9, 1977 minutes amended to include the phrase "do a self study of the Board and" after the word "individually" in the second line of motion concerning "Evaluation of Superintendent." Motion passed.

NEW PERSONNEL

It was moved by D. Rowen, seconded by M. Goodman that employment be offered to the following for position as indicated:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Annual Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cary Israel</td>
<td>Prog. Chrm., Legal Asst.</td>
<td>$17,159</td>
<td>6-15-77</td>
</tr>
<tr>
<td>Diane M. VanderPloeg</td>
<td>Medical Assistant Instructor</td>
<td>14,707</td>
<td>7-1-77</td>
</tr>
</tbody>
</table>

Motion passed.

RESIGNATIONS

It was moved by D. Rowen, seconded by M. Goodman that the following resignations be accepted:

(2) Dorothy Franke, Associate Dean, Arts & Science, August 1, 1977
(3) Patricia McCollom, Associate Degree Nursing, Ankeny, July 1, 1977
(4) Kathleen Leonard, Associate Degree Nursing, Ankeny, May 30, 1977
(5) Beverly Stromberg, Accounting, May 30, 1977
(6) Mary Jo Mlcoch, Office Occupations, June 20, 1977
(7) Kathy Allen, Developmental Disabilities, September 2, 1977

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

1. James Giles, CEC, 1 day, April 29, 1977
2. Robert Young, Accounting Specialist, 1 day, May 27, 1977 and 5 days, August 8-12, 1977
3. Beverly Stromberg, Accounting, ½ day, April 28, 1977
4. Marcia Albertson, Office Occupations, ½ day, May 16, 1977
5. Catherine Travis, Nursing, ½ day, March 31, 1977
6. Donna Brugioni, CEC Evaluator, 5 days, June 1-7, 1977
7. Lois Lehmkuhl, Nursing, 1½ days, April 28-29, 1977
8. Martha Anderson, Nursing, 2 days, May 4-5, 1977
9. Anita Ferguson, Nursing, 8 days, May 11-20, 1977
11. Kathy Irwin, Office Occupations, 1 year, commencing Noon, May 27, 1977

Motion passed.

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

1. Tom Schleis - chemistry (9 mo.), from lane 203, level 1.0 @ $10,780 annual, to lane 248, level 1.0 @ $11,765 annual; SDU credit.
2. Ralph Keul - data processing (12 mo.), from lane 270, level 10.5 @ $21,173 annual to lane 293, level 10.5 @ $21,788 annual; SDU credit.
3. Dolores Johnson - commercial art (12 mo.), from lane 248, level 12.0 @ $21,480 annual to lane 270, level 12.0 @ $22,096 annual; SDU credit.
4. Jolyne Ghantabadi - office occupations; from 12 mo. contract @ $15,938 annual to 9 mo. contract @ $12,751 annual.

Motion passed.

It was moved by W. Stover, seconded by M. Kreager that approval be given for the payment to staff for additional days of work beyond regular nine month contract as shown on listing, a copy of which is attached hereto and made a part of these minutes.

Motion passed.

It was moved by H. Welin, seconded by M. Kreager that approval be given to the proposed amendment to Article V, Section 2 of the Mid-Iowa Educational Computer Center Bylaws wherein the date for the adoption of the annual budget is changed from March 15 to October 15. Motion passed.

The Board Secretary reported that in accordance with the notice for the receipt of bids for easement of Ankeny Campus property for the purpose of constructing a bike path, that such a bid had been received at the designated time and place from the Iowa Department of Transportation.

It was moved by H. Bloomquist, seconded by D. Rowen that an easement be given to the Iowa Department of Transportation, described below, for the purpose of constructing a bike path, and that the Board President and Secretary be authorized to sign said easement. Motion passed.

The property is described as:

West 25' of the East 45' of Lot 1; and West 25' of the East 45' of the North 130' of Lot 2; and West 80' of the East 100' of South 35' of Lot 2; and West 80' of the East 100' of the North 15' of Lot 3, North Hope and Official Plat, now included in and forming a part of the City of Ankeny, Polk County, Iowa.
APPROVAL OF LEASES

It was moved by M. Kreager, seconded by H. Welin that approval be given to renewal of the following leases, and that the Board President and Secretary be authorized to sign said leases. Motion passed.

<table>
<thead>
<tr>
<th>Location</th>
<th>Lessor</th>
<th>Rent</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walz &amp; Murphy Bldg.</td>
<td>Walz Construction</td>
<td>$275 Mo</td>
<td>6-1-77 thru 5-31-78</td>
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<tr>
<td>Carroll, Iowa</td>
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</tr>
<tr>
<td>Lahr Auto Trim Bldg.</td>
<td>Emmett Lahr</td>
<td>500 Mo</td>
<td>6-1-77 thru 5-31-78</td>
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<tr>
<td>Carroll, Iowa</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REVISION OF BOARD POLICY # 718

It was moved by H. Welin, seconded by W. Stover that approval be given to the proposed revision of Board Policy, Series No. 718, revision dated May 14, 1976, as amended with the phrase "or to the orderly operation of the College" added to the last line of item #7. Motion passed.

APPROVAL OF ACCT DUES

It was moved by M. Kreager, seconded by D. Rowen that institutional membership dues to the Association of Community College Trustees for fiscal year 1977-78 in the amount of $425.00 be approved. Motion passed.

APPROVAL OF ADVANCED VETS AG PROGRAM AT CARROLL

It was moved by W. Stover, seconded by D. Rowen that approval be given to conducting an additional nine month Advanced Veterans Ag Program of 30 students at Carroll, beginning June, 1977, and that further approval be requested from the State Department of Public Instruction to conduct this course. Motion passed.

CLAIMS AND ACCOUNTS

It was moved by H. Bloomquist, seconded by M. Kreager that the Claims and Accounts as presented be approved. Motion passed.

RESOLUTION OPPOSING ZONE CHANGE OF ANKENY CAMPUS PROPERTY

Director D. Rowen introduced the following resolution entitled "RESOLUTION OPPOSING ZONE CHANGE OF ANKENY CAMPUS PROPERTY" and moved that same be adopted. Director M. Goodman seconded the motion to adopt after which a vote was taken and the motion was carried unanimously, whereupon the President of the Board declared said Resolution duly adopted as follows:

RESOLUTION OPPOSING ZONE CHANGE OF ANKENY CAMPUS PROPERTY

RESOLVED, that the Des Moines Area Community College oppose the City of Ankeny proposed zoning change which would change the Ankeny Campus from M-3 (Limited Industrial Usage) to U-1 (Conservation and Public Utility Usage).

FURTHER RESOLVED, that the Superintendent direct a letter to the Ankeny City Council advising them of the College's opposition to the zoning change, and that said opposition be filed at the Public Hearing conducted by the City of Ankeny Planning and Zoning Board concerning the proposed zoning change.

WALTER HETZEL, President

ATTEST:

IRV STEINBERG, Secretary
RESOLUTION TO SELL HOUSE

Director W. Stover introduced the following resolution entitled "RESOLUTION APPROVING SALE OF HOUSE" and moved that same be adopted. Director M. Kreager seconded the motion to adopt. A vote was taken. Motion carried. Whereupon, the President of the Board declared said Resolution duly adopted as follows:

RESOLUTION APPROVING SALE OF HOUSE

RESOLVED, that the following described real estate situated in the City of Carroll, Carroll County, State of Iowa, to wit,

121 E. Randall Road (Block 1, Lot 15, Applewood Knolls)

heretofore purchased by said Des Moines Area Community College for the purpose of providing a site for the construction project for the building trades class under the direction of said Des Moines Area Community College with a view toward resale upon completion of said construction project, at which time said real estate became surplus and duly advertised for sale pursuant to the provisions of Iowa Code, Section 297.23, is hereby declared to be surplus property, having no further school purpose.

NOW THEREFORE, be it resolved that said real estate shall be sold to Thomas and Buddie A. Lanham, who submitted the high bid in response to said bidding, for the consideration of $45,600.00 (the same representing said high bid). It is the opinion of the said Board that such sale is in the best interest of and for the benefit of said Des Moines Area Community College.

NOW THEREFORE, the President and Secretary of this community college are hereby authorized, directed, and empowered to execute and deliver a warranty deed conveying said premises to the said Thomas and Buddie A. Lanham upon receipt of said consideration. The Board Secretary is further authorized to return bid security checks to the unsuccessful bidders.

ATTEST:

WALTER HETZEL, President

IRV STEINBERG, Secretary
heretofore purchased by said Des Moines Area Community College for the purpose of providing a site for the construction project for the building trades class under the direction of said Des Moines Area Community College, with a view toward resale upon completion of said construction project, at which time said real estate became surplus and duly advertised for sale pursuant to the provisions of Iowa Code, Section 297.23, is hereby declared to be surplus property, having no further school purpose.

NOW THEREFORE, be and it is hereby resolved that said real estate shall be sold to Ronald E. and Cheryl Spencer, who submitted the high bid in response to said bidding, for the consideration of $55,100.00 (the same representing said high bid). It is the opinion of the said Board that such sale is in the best interest of and for the benefit of said Des Moines Area Community College.

NOW THEREFORE, the President and Secretary of this community college are hereby authorized, directed, and empowered to execute and deliver a warranty deed conveying said premises to the said Ronald E. and Cheryl Spencer upon receipt of said consideration. The Board Secretary is further authorized to return bid security checks to the unsuccessful bidders.

WALTER HETZEL, President

ATTEST:

IRV STEINBERG, Secretary

Director M. Kreager introduced the following Resolution entitled "RESOLUTION ADOPTING PROPOSED PLANS AND SPECIFICATIONS AND FORM OF CONTRACT FOR PHASE IIIA, PART 1, PARKING LOT EXTENSION" and moved its adoption. Director D. Rowen seconded the motion to adopt. The roll being called, the vote was as follows:

AYES: Don Rowen
Walter Stover
Harry Bloomquist
Harold Welin
Max Kreager
Murray Goodman
Walter Hetzel

NAYS: None

WHEREUPON, the President of the Board declared the following Resolution duly adopted:

RESOLUTION ADOPTING PLANS AND SPECIFICATIONS AND FORM OF CONTRACT FOR PHASE IIIA, PART 1, PARKING LOT EXTENSION
Proposed plans, specifications, and form of contract for the construction of Phase IIIA, Part 1, Parking Lot Extension for Ankeny Campus, 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 5:45 p.m., on the 11th day of July, 1977, Room 3115, Bldg. #31, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, this Board will hold a public hearing on the matter of the adoption of plans and specifications, form of contract, and cost, 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 13th day of June, 1977.

Walter Hetzel
PRESIDENT, BOARD OF DIRECTORS

ATTEST:

Maurice Stenberg
SECRETARY, BOARD OF DIRECTORS

Director W. Stover introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR RECEIPT OF BIDS FOR PHASE IIIA, PART 1, PARKING LOT EXTENSION" and moved its adoption. Director D. Rowen seconded the motion to adopt, and the roll being called, the vote was as follows:

AYES: Max Kreager
Walter Stover
Murray Goodman
Harold Welin
Harry Bloomquist
Don Rowen
Walter Hetzel

NAYS: None

WHEREUPON, the President of the Board declared the following Resolution duly adopted:

RESOLUTION FIXING DATE FOR RECEIPT OF BIDS FOR PHASE IIIA, PART 1, PARKING LOT EXTENSION

RESOLVED, that the Des Moines Area Community College Board of Directors will receive bids until 3:00 p.m., in the office of the Secretary of the Board of Directors, Bldg. #4, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, on July 7, 1977, for Phase IIIA, Part 1, Parking Lot Extension. Bids will be publicly opened in Room 403J, Bldg. #4, Ankeny Campus at 3:00 p.m., July 7, 1977. The Secretary of the Board of Directors is authorized to conduct said bid opening.
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 13th day of June, 1977.

ATTEST:

SECRETARY, BOARD OF DIRECTORS

INDERSEMENT FOR DISTRICT REP. OF ACCT

It was moved by M. Kreager, seconded by M. Goodman that Leonard Pete be endorsed as Des Moines Area Community College preferred candidate for election to the office of District Representative of ACCT at the annual national convention in October. Motion passed.

DESIGNATION OF DELEGATE TO ACCT

It was moved by D. Rowen, seconded by M. Kreager that Maurice Campbell be designated as Des Moines Area Community College official delegate to the national convention of the Association of Community College Trustees (ACCT) being held at Vancouver, in October, 1977 with Max Kreager as alternate. Motion passed.

ADJOURNMENT

It was moved by W. Stover, seconded by H. Welin that the meeting be adjourned. Motion passed and the meeting adjourned at 9:40 p.m.

SECRETARY, BOARD OF DIRECTORS

IREV STEINBERG, Secretary

WALTER HETZEL, President
June 14, 1977

Mr. Don Andrew, Director
Mid Iowa Educational Computer Center
2124 Grand Avenue
Des Moines, Iowa 50312

Dear Mr. Andrew:

This is to advise you that at its regular Board Meeting held June 13, 1977, the Des Moines Area Community College Board of Directors approved the proposed amendment to Article V, Section 2 of the MIECC By-Laws changing the date for the adoption of the Mid-Iowa Budget from March 15 to October 15 of each year.

Yours truly,

Irv Steinberg
Board Secretary

cc: Paul Lowery
DATE June 9, 1977
TO Paul Lowery
FROM Irv Steinberg
RE: Bids for Purchase of Student Constructed Houses

In accordance with Board action and legal notice thereof, sealed bids for the purchase of student constructed houses in both Ankeny and Carroll were publicly opened at 2:00 p.m. this date in the offices of realtors appointed as agents for the college. Bids so received were as follows:

A. 806 SE 10th Street, Ankeny (Lot 11, Waywin Acres, Plat 1):
   1. RONALD E. AND CHERYL SPENCER — $55,100.00 without carpeting allowance
   2. JAMES P. AND ANN K. COLGAN — $55,560.00 with carpet allowance or $53,860.00 without carpet allowance.

Recommend house be sold to high bidder noted in "1" above.

B. 121 East Randall Road, Carroll (Block 1, Lot 15, Applewood Knolls):
   1. THOMAS AND BUDDIE A. LANHAM — $45,600.00
   2. ANTOINE J AND PATRICE L. MENouseK — $45,600.00 (Requested 60 day possession date in order to allow time to sell present house).
   3. DONALD E. AND BEVERLY J. BERNHOLTZ — $45,500.00
   4. BERT AND EVELYN I. SEwELL — $42,100.00

Recommend house be sold to bidder noted in "1" above on basis of item "2" bidder stipulating a condition for which no provision was indicated in the legal advertisement for bids.

The circumstance of receiving two identical high bids was discussed with our attorney, Dick Smith, who advised that in this instance it would be proper to eliminate the bid subject to a restriction. Otherwise, it would necessitate a rejection of all bids and solicitation of new bids, after the usual 30 day or so waiting period.
Status of Ankeny Campus Parking

1. Present parking spaces: 2213 spaces
2. 5-year average increase per year: 212 autos
3. Increase this year over last year: 302 autos
4. Survey 3rd week of classes Fall, 1977: 53 empty spaces
5. Projected Requirements:
   Assume 53 empty spaces needed for visitor
groups, then minimum addition:
   maximum addition:
   212 spaces
   302 spaces

6. Proposed plans
   Base Bid: 212 spaces
   Alternate Bid: 52 spaces
   Total 264 spaces
Board Resolution for June 13, 1977, Meeting:

Resolved that Des Moines Area Community College oppose the City of Ankeny proposed zoning change which would change the Ankeny Campus from M-3 (Limited Industrial Districts) to U-1 (Conservation and Public Utility Districts). Further resolved, that the Superintendent direct a letter to the Ankeny City Council advising them of the College's opposition to the zoning change, and that said opposition be filed at the Public Hearing conducted by the City of Ankeny Planning and Zoning Board concerning the proposed zoning change.

D. Rowen, 2d
M. Goodman
May 12, 1977

Mr. Irving Steinberg
Business Manager
Des Moines Area Community College
2006 Ankeny Boulevard
Ankeny, Iowa 50021

Dear Mr. Steinberg:

In accordance with our By-Laws any amendment must be first approved by the Board of Directors of Mid-Iowa and is subsequently approved by the boards of each of our organizing bodies.

At our regular meeting on Wednesday, May 4, the Board of Directors of Mid-Iowa Educational Computer Center did approve the attached Amendment to Article V, Section 2 of the By-Laws. The Amendment simply changes the date for the adoption of the Mid-Iowa budget from March 15 of each year to October 15 of each year. We feel this Amendment is necessary in order that our budget be submitted to the organizing bodies prior to the time that they must complete their own budgets rather than after their budgets are completed.

We will appreciate your presenting this Amendment to your board for approval.

Sincerely,

Donald E. Andrew
Director
DEA/jb
Encl.
Because of the budget filing deadlines, an amendment to the center's by-laws has been proposed. In accordance with ARTICLE VIII of the By-Laws board members were given notice of the proposed amendment at the last regular meeting in order that they could vote on it at this meeting. The amendment is as follows:

**AMENDMENT TO BY-LAWS OF MID-IOWA EDUCATIONAL COMPUTER CENTER**

1. Article 5, Section 2 of the By-Laws of the Mid-Iowa Educational Computer Center is amended to read as follows:

"SECTION 2. BUDGET. On or before the 15th day of October of each year, the board shall adopt a budget for the fiscal year commencing the next July 1st, which budget shall set out the following: the amount of income, revenue and funds derived from sources other than the College, Des Moines and the Area Education Agency 11; the amount of income, revenue and funds proposed to be derived from the College, Des Moines and the Area Education Agency 11, which amounts shall be set out separately; the amount proposed to be expended for each and every general purpose during the fiscal year next ensuing; and a comparison of such amounts so proposed to be expended with the amounts expended for like purposes for the two preceding fiscal years.

Immediately after adoption of the budget, and in no event later than the 20th day of October, the Secretary shall certify the budget to the secretaries of the College, Des Moines and the Area Education Agency 11, to be presented to their respective boards of directors for approval. In the event one or more of such boards disapproves the budget or in the event all boards have not approved the budget within thirty (30) days after the same has been certified to them by the Secretary, the board may revise or change and readopt the budget and recertify the same for approval, or the board may accept and adopt a budget jointly proposed by the boards of the College, Des Moines and the Area Education Agency 11, on or before June 30th, which shall be the Center's budget for the next ensuing fiscal year. Such budget shall constitute an agreement between the College, Des Moines and the Area Education Agency 11 that each shall pay to the Center or on the Center's behalf, the amounts allocated to them in said budget."
<table>
<thead>
<tr>
<th>NAME</th>
<th>REPRESENTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Knead</td>
<td>DMACC</td>
</tr>
<tr>
<td>F. Cornece</td>
<td>Urban Community</td>
</tr>
<tr>
<td>A. Skeave</td>
<td>Urban Campus</td>
</tr>
<tr>
<td>A. Dean</td>
<td>Urban Campus</td>
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<tr>
<td>Ethelene Morrell</td>
<td>Urban Campus</td>
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<tr>
<td>Jose Roberts, M.</td>
<td>Bakery</td>
</tr>
<tr>
<td>Howard A. Lee</td>
<td>DMACC - Urban Campus</td>
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<tr>
<td>Jacques Dickey</td>
<td>Urban Community</td>
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<tr>
<td>Elder Walding</td>
<td>DMACC - Media Services</td>
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<tr>
<td>Merrill F. Rees</td>
<td>DMACC - Media Services</td>
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<tr>
<td>Zack E. Hamilit</td>
<td>DMACC</td>
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<tr>
<td>Joseph Borgen</td>
<td>DMACC</td>
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<tr>
<td>Gerard Bengston</td>
<td>DMACC</td>
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<tr>
<td>Trorch Hamilton</td>
<td>Blassee In Management Research</td>
</tr>
<tr>
<td>Tom Clarkson</td>
<td>DMACC</td>
</tr>
<tr>
<td>Eugene Haysden</td>
<td>DMACC</td>
</tr>
<tr>
<td>Melinda Voss</td>
<td>DMACC</td>
</tr>
<tr>
<td>Don Jacob</td>
<td>DMACC</td>
</tr>
</tbody>
</table>
May 27, 1977

Paul Lowery
Don Zuck

Board Agenda Item
Lease Approval

The attached lease is for the Lahr Auto Trim Building in Carroll, Iowa, for the period from June 1, 1977, through May 31, 1978. The building is used for the High School Automotive Program. This is a renewal, and all the terms are the same as the current lease with the exception of the square footage, which was listed on last year's lease as 6,000 sq. ft. and on this year's lease as 5,000 sq. ft. We have not changed usage of the building, but the 6,000 figure was an error on the current lease.

Please ask for Board approval at their next meeting.

DZ/af
Attachment

cc: Gene Snyders
    Irv Steinberg
May 10, 1977

Paul Lowery
Don Zuck

"Parking Lot Extension"
Phase IIIA, Part 1

Attached is a timetable I have developed for the parking lot project as discussed in our meeting May 5, 1977, with Xen Bueard. In accordance with that meeting, this project will involve extensions to Lots L and J plus some sidewalk additions. Today I went over the project with Jim Kimm, and he will begin work immediately.

By copy of this memo I am alerting Irv Steinberg of the Board agenda requirements.

DZ/sf
Attachment
cc: Gene Snyder
Irv Steinberg
Veenstra & Kimm
Wilkins, Bueard, Dikis, Ltd.
May 16, 1977

Mr. Lowery

Don Zuck

Board Agenda Item

Bike Trail Easement

The bid date for the bike trail easement is May 16, thus, the first Board Meeting after the 16th, should contain an agenda item concerning the bike trail. The action that we would be requesting from the Board, would be to accept the Iowa DOT bid and to authorize our entering into a contract with the DOT for that easement.

I know that the DOT is trying to get this job rolling this summer, so as soon as we can get Board action, it would be beneficial to expediting the project.

kld

cc: Irv Steinberg
    Gene Snyder

[Signature]

Don has documents

[Signature]
May 23, 1977

Paul Lowery

Don Zuck

Board Agenda Item
Lease Approval

The attached lease is for the Walz and Murphy Building in Carroll, Iowa, for the period June 1, 1977, through May 31, 1978. The building is used for the High School Building Trades program. This is a renewal, and all the terms are the same as the current lease with the exception of the monthly rent increase from $250 to $275. The increase is to cover increased taxes and utilities, which I feel is justified. I checked with Harold Gamm, and he concurs with the increase.

Please ask for Board approval at their next meeting.

DZ/asf
Attachment
cc: Gene Snyders
   Irv Steinberg
### DES MOINES AREA COMMUNITY COLLEGE
### BUDGET BALANCE REPORT
#### May 31, 1977

#### I. RAL FUND EXPENDITURES:

<table>
<thead>
<tr>
<th>Division</th>
<th>Current Working Amount</th>
<th>Current Amount Encumbered</th>
<th>Current Working Budget Encumbered</th>
<th>Current Working Balance</th>
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<tr>
<td>Arts &amp; Sciences</td>
<td>$1,633,444</td>
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<td>Career Education</td>
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<td>$1,680,175</td>
<td>$74,960</td>
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<td>Administration</td>
<td>$1,236,238</td>
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<td>Student Life</td>
<td>$1,286,826</td>
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<td>Learning Resources</td>
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<td>$35,623</td>
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<td>Physical Plant</td>
<td>$1,131,909</td>
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<td>$149,847</td>
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<td>State Loan Payback</td>
<td>$699,883</td>
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<td><strong>TOTALS</strong></td>
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<td><strong>$1,815,703</strong></td>
<td><strong>$9,955,372</strong></td>
<td><strong>$924,619</strong></td>
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</table>

#### II. RAL FUND RECEIPTS:

<table>
<thead>
<tr>
<th>Source</th>
<th>Current Working Amount</th>
<th>Current Amount Encumbered</th>
<th>Current Working Budget Encumbered</th>
<th>Current Working Balance</th>
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<td>Student Fee</td>
<td>$135,000</td>
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<td>$162,884</td>
<td>(27,884)</td>
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<tr>
<td>Endowment</td>
<td>$2,343,000</td>
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<td>$2,159,622</td>
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<tr>
<td>General State Aid</td>
<td>$4,553,243</td>
<td></td>
<td>$4,553,243</td>
<td>0</td>
</tr>
<tr>
<td>Vocational State Aid</td>
<td>$894,000</td>
<td></td>
<td>$894,000</td>
<td>0</td>
</tr>
<tr>
<td>State Capital Outlay Approp.</td>
<td>$298,370</td>
<td></td>
<td>$44,561</td>
<td>$253,809</td>
</tr>
<tr>
<td>Federal Aid</td>
<td>$1,669,516</td>
<td>$1,041,105</td>
<td>$628,411</td>
<td>0</td>
</tr>
<tr>
<td>Sales &amp; Service</td>
<td>$10,000</td>
<td></td>
<td>$8,063</td>
<td>$1,937</td>
</tr>
<tr>
<td>Property Tax Operations (65%)</td>
<td>$1,295,035</td>
<td>$1,274,738</td>
<td>$20,297</td>
<td></td>
</tr>
<tr>
<td>Property Tax Debt Service (35%)</td>
<td>$699,883</td>
<td>$686,397</td>
<td>$13,486</td>
<td></td>
</tr>
<tr>
<td>Property Tax Debt Service (35%)</td>
<td>$11,431</td>
<td>$11,301</td>
<td>$130</td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td>$108,916</td>
<td>$78,369</td>
<td>$30,547</td>
<td>0</td>
</tr>
<tr>
<td>Restricted Fund Balance</td>
<td>$846,413</td>
<td>$846,413</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$12,864,807</strong></td>
<td><strong>$11,760,696</strong></td>
<td><strong>$1,104,111</strong></td>
<td><strong>$1,104,111</strong></td>
</tr>
</tbody>
</table>

#### III. APT FUND EXPENDITURES:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Expended</th>
<th>Received</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,409,831</td>
<td>$864,820</td>
<td>$1,545,011</td>
<td>$-0-</td>
</tr>
</tbody>
</table>

#### IV. APT FUND RECEIPTS:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Expended</th>
<th>Received</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,409,831</td>
<td>$</td>
<td>$2,401,101</td>
<td>$8,730</td>
</tr>
</tbody>
</table>

#### Notes:
- General Fund Expenditures TOTAL Published Budget = $13,182,590
- Plant Fund Expenditures TOTAL Published Budget = 2,409,831
# DES MOINES AREA COMMUNITY COLLEGE

**CASH POSITION - FINANCIAL REPORT**

May 31, 1977

<table>
<thead>
<tr>
<th>ANKENY NATIONAL BANK</th>
<th>BANKERS TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General, Agency, Auxiliary</strong></td>
<td><strong>Special</strong></td>
</tr>
<tr>
<td><strong>Scholarship &amp; Loan Funds</strong></td>
<td><strong>Voted Tax &amp;</strong></td>
</tr>
<tr>
<td><strong>Plant Fund</strong></td>
<td><strong>Sinking Fund</strong></td>
</tr>
</tbody>
</table>

## ASH IN BANK:

<table>
<thead>
<tr>
<th>Description</th>
<th>ANKENY NATIONAL BANK</th>
<th>BANKERS TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward May 1, 1977</td>
<td>$5,116.88</td>
<td>$985.69</td>
</tr>
<tr>
<td>Plus Receipts - May</td>
<td>1,898,499.12</td>
<td>48,514.00</td>
</tr>
<tr>
<td>Less Disbursements - May</td>
<td>1,903,015.16</td>
<td>39,879.49</td>
</tr>
<tr>
<td>Cash in Bank</td>
<td>$600.84</td>
<td>$9,620.20</td>
</tr>
</tbody>
</table>

## INVESTMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>ANKENY NATIONAL BANK</th>
<th>BANKERS TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings Account (5%)</td>
<td>814,204.57</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CASH &amp; INVESTMENTS</strong></td>
<td><strong>$814,805.41</strong></td>
<td><strong>$9,620.20</strong></td>
</tr>
</tbody>
</table>

## TOTAL:

<table>
<thead>
<tr>
<th>Description</th>
<th>ANKENY NATIONAL BANK</th>
<th>BANKERS TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL CASH &amp; INVESTMENTS</strong></td>
<td><strong>$814,805.41</strong></td>
<td><strong>$9,620.20</strong></td>
</tr>
</tbody>
</table>

## NOTES:

- Plant Fund owes General Fund $823,000
- Receipts and disbursements include journal transfers
- Sinking Fund includes following:
  - $1,033,785 12/31/77 loan payment
  - 823,000 Amount due general fund to be transferred in June
  - 114,159 Amount to be transferred to Special Plant Fund in June
  - $1,970,944 Total
Status of Ankeny Campus Parking

1. Present parking spaces: 2213 spaces
2. 5-year average increase per year: 212 autos
3. Increase this year over last year: 302 autos
4. Survey 3rd week of classes Fall, 1977: 53 empty spaces
5. Projected Requirements:
   Assume 53 empty spaces needed for visitor
groups, then minimum addition: 212 spaces
   maximum addition: 302 spaces
6. Proposed plans
   Base Bid: 212 spaces
   Alternate Bid 52 spaces
   Total 264 spaces

6/13/77
5:30 P.M. PRESENTATION OF CIVEC FUNCTIONS BY COLLEGE STAFF

TOUR OF CIVEC

6:30 P.M. DINNER - Bishop's Cafeteria, 4301 Fleur Drive, Des Moines

7:30 P.M. CALL TO ORDER

PUBLIC COMMENTS

1. APPROVAL OF MINUTES - May 9 regular meeting; May 23 special meeting

2. REPORTS
   a. ICASB - Goodman
   b. Mid-Iowa Educational Computer Center - Hetzel
   c. Randtriever - Walton
   d. Monthly financial
   e. Progress report on Urban Center

3. COMMUNICATIONS

4. UNFINISHED BUSINESS

5. NEW BUSINESS
   a. New Personnel
      (1) Cary Israel, Program Chairperson, Legal Assistant, Ankeny.
      (2) Diane M. VanderPloeg, Medical Assistant, Ankeny.
   b. Resignations
      (2) Dorothy Franke, Associate Dean, Arts & Science, August 1, 1977.
      (3) Patricia McCollom, Associate Degree Nursing, Ankeny, July 1, 1977.
      (6) Mary Jo Mloch, Office Occupations, June 20, 1977.
   c. Leave of Absence Without Pay
      (1) James Giles, CEC, 1 day, April 29, 1977.
      (2) Robert Young, Accounting Specialist, 1 day, May 27, 1977 and 5 days, August 8-12, 1977.
      (3) Beverly Stromberg, Accounting, ½ day, April 28, 1977.
      (4) Marcia Albertson, Office Occupations, ½ day, May 16, 1977.
      (5) Catherine Travis, Nursing, ½ day, March 31, 1977.
      (6) Donna Brugioni, CEC Evaluator, 5 days, June 1-7, 1977.
      (8) Martha Anderson, Nursing, 2 days, May 4-5, 1977.
      (9) Anita Ferguson, Nursing, 8 days, May 11-20, 1977.
5. NEW BUSINESS (continued)

c. Leave of Absence Without Pay (continued)

d. Contract Changes
(1) Tom Schleis, Chemistry, Ankeny.
(2) Ralph Keul, Data Processing, Ankeny.
(3) Dolores Johnson, Commercial Art, Ankeny.
(4) Jolyne Ghantabadi, Office Occupations, Ankeny.

Pay for additional days of work beyond regular contract.

f. Consideration of bids for sale of student constructed houses as follows:
(1) 806 SE 10th Street, Ankeny (list price $56,700)
(2) 121 E. Randall Road, Carroll (list price $45,500).

Consideration of proposed amendment to Article V, Section 2, of MIECC bylaws which changes the date for the adoption of the budget from March 15 to October 15.

h. Acceptance of the Iowa DOT bid and approve easement on campus property for the construction of a bike path (bid received May 16, 1977 in accordance with Board action on April 25). Amount of land is .28 acres, or strip on west side of highway #69 from entrance to north boundary of college property.

i. Approval to renew the following leases:

<table>
<thead>
<tr>
<th>Lessor &amp; Location</th>
<th>Rent</th>
<th>Date</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Walz &amp; Murphy Bldg. Carroll, Iowa</td>
<td>$275/month (Increase of $25/month)</td>
<td>6-1-77 thru 5-31-78</td>
<td>High School Building Trades program</td>
</tr>
<tr>
<td>(2) Lahr Auto Trim Bldg. Carroll, Iowa</td>
<td>$500/month (No increase)</td>
<td>6-1-77 thru 5-31-78</td>
<td>High School Automotive program</td>
</tr>
</tbody>
</table>

j. Resolution adopting proposed plans and setting date for bid and hearing on Phase IIIA, Part I (extensions to parking lots L and J plus some sidewalk additions). This will include 200 spaces with an alternate for an additional 50.

k. Consideration of revision of Board Policy #718 - Facility and Equipment Usage. with added statement

l. Institutional membership dues in Association of Community College Trustees (ACCT) for July 1977 through June 1978, in the amount of $425. with added statement

m. Consideration of an additional 9-month advanced Veterans Ag program of 30 students at Carroll, beginning June 1977.
6. OTHER
   a. Term of office expires for the following directors:
      Walter Hetzel - Don Rowen - Harry Bloomquist
      (1) July 10 - first day nomination papers may be filed
      (2) August 4 - last day nomination papers may be filed
      (3) September 13 - election day.

7. PRESENTATION OF CLAIMS AND ACCOUNTS  H. Bloomquist & M. Kruger

8. ADJOURNMENT
    9:40 W. Stover, H. Melin

Resolution Approving Zone Change of Audley Campus Proposals

M. Kruger, W. C. Bond
Leonard Pete be endorsed for election to the Board at Vancouver in Oct.

D. Rowen, M. Kruger be designated
M. Campbell) as official zone delegate
Mat K. as alternate
Report of the Ad Hoc Committee on Library Utilization

The following report was prepared by the Ad Hoc Committee on Library Utilization. The committee consisted of Jane Roberts, Barb Johanningsmeir, Don Kaesser, Ben Shlaes, Norm Luiken, Gary Wilcox, and Merrill Rees. Primary responsibility for drafting of this document was delegated to Don Kaesser. Each committee member had adequate input as to the final form of the report.

The committee was convened in response to a memo issued by Joe Borgen (see Appendix A and Al). Jane Roberts was elected chairperson by the members of the committee.

The charge of the committee was directed into six areas:

1. Evaluate the barriers to utilization of the Ankeny Campus library caused by the Randttriever.

2. Suggest solutions to overcome the barriers identified in No. 1.

3. Evaluate the effectiveness of the decentralized libraries.

4. Examine library policies noting any that create utilization barriers and suggest changes to remove barriers.

5. Evaluate the library orientation program for students and the faculty.

6. Prepare report for Mr. Lowery and Dr. Borgen.

This committee sees the library at DMACC as an integral part of the institution. We feel that every student and faculty member should be acquainted with the resources contained in our library. We believe that a strong well-used library is a necessity in our institution if our institution is to reach the goals set forth in the college catalog and the NCA self-study.

The 1973 "Guidelines for two-year College Learning Resource Programs" which were jointly prepared by the American Association of the Community and Junior Colleges (AACJC), the Association of College and Research Libraries of the American Library Association (ACRL), and the Association for Educational Communications and Technology (AECT) stated that:

"The evolution of libraries away from their traditional function as repositories of books has been parallel to the evolution of audio visual centers away from their traditional function as agencies for showing films. There has been a confluence of accelerated development in both areas which is inextricably interwoven in the technological revolution in education. Contemporary resources program in two-year colleges are supportive of institution wide efforts. Such program should provide innovative leadership coupled with the multiplicity of varied resources which are managed by qualified staff who serve to facilitate attainment of institutional objectives."
It is the opinion of this committee that the development of library facilities and services at DMACC has developed congruently with the above portion of the 1973 guidelines. It is apparent to this committee that those responsible for the planning and development of the library at DMACC made decisions that were consistent with projected needs of the college and that such decisions were consistent with the current trend of education to develop "free and open" spaces with regard to the construction of Building 24 or what is termed the Media Center.

The acquiring of the Randtriever as a distribution point of educational material for use within the media center is also seen as being congruent with the design of the media center. The concept of being able to retrieve a book within X number of seconds and then being able to use that book in a variety of locations within the building was an innovative implementation of the open spaces concept in education.

To further quote from the 1973 guidelines:

"The changing and expanding role of two-year colleges in America today may well result in institutions quite different than those in operation at the present time. These guidelines, therefore, may require significant upward revision when such institutions reach a new stage in their development. At that point, they may well need greater resources and greater extended services. All concerned should be alert to this coming challenge."

This committee feels that we at DMACC are at one of these points in our library development. We are in the process of developing a five year plan which will guide the spending of the most recently approved tax levy.

Charge 1

"Evaluate the barriers to utilization of the Ankeny Campus library caused by the Randtriever."

We have identified 10 barriers:

1. Location of Building 24 in relation to other buildings on campus.
2. Physical design of Building 24.
4. Processing time required for new materials.
5. Faculty Attitude and Manner of Teaching: If instructors do not require library usage students will not use it.
6. Decentralized Library: Departmental libraries limit the availability of books to the entire campus community.
7. Student Attitude: Many students indicate a dislike for the Randtriever without really understanding what it can do.
8. Uncooperative Faculty: Some faculty fail to return books upon request from the library staff.

9. Philosophy of the Library Development (Role of the Library) relative to the total institutional goals.

10. Physical Space Accommodations: The fact that users of the library feel that they must inspect their books at the checkout counter may limit the amount of browsing.

These barriers were originally formed as a result of a "brain-storming" session. We then attempted to collect data which would investigate the degree to which each of these items were actual inhibitors to the use of the Randtriever.

Data was solicited from several sources. Merrill Rees supplied us with a variety of indices of library usage (see Appendix B). A well thought out inter-institutional library utilization study of Mid-Western community colleges was conducted by Eldon Walton (see Appendices C & D).

The statistical data from the above sources can be interpreted several different ways. While the data collected is not 100% conclusive, decisions need to be made now concerning further development of the library at DMACC.

We choose to interpret the data collected as suggesting that we are presently doing a good-to-fair job of circulating educational material to the college community. It is our concern, however, that we do have room for improvement. We have some major areas of concern which we feel adversely affect the present users of the library and which might well be potentiated by further growth of the college or by the aging of the present delivery system.

While our present system (the Randtriever) is a source of pride to us when we bring visitors onto campus, it frequently seems to be viewed as a hindrance by many students, staff and faculty. The Randtriever does present a number of areas of concern. These include: inaccessibility of books, down time of the Randtriever, and faculty philosophy towards closed stack libraries.

Charge 2

"Suggest solutions to overcome the barriers identified in No. 1."

While the solutions to the present quandary are not evident or simple, it is the responsibility of this committee to submit several alternative suggestions. None of the following suggestions has unanimous support of this committee, however all of them are sincere attempts to produce viable alternatives from which to select a course of action.
The suggestions (presented in random order) are as follows:

1. **Structural modification in Building 24 to reorganize the library facilities.** This would involve moving the periodicals to the North side of the library arrangement and constructing a wall or partition to separate the library from hallway noise and traffic (see Appendix E, Part IV).

2. **Changing the present West door to an emergency exit only.** This change, which has the support of the library staff, would have the effect of eliminating the disturbing flow of non-library patron traffic through the library (see Appendix F, Part A).

3. **Replacement of the present Randtriever system by an open stack collection either by building a library edition to Building 24 or by building a new library.** (This might entail a temporary increase in staff for purposes of the conversion.) The present library space could then be restructured for much needed classroom and/or office space. (See Appendix G, item 4 and Appendix H, item 4) It might even be possible to place the open stacks in the area now occupied by the Randtriever.

4. **A strong positive public statement from the upper administration as to the vital role that the library plays in the total institutional mission.**

5. **A continued commitment to translate suggestion 4 into fiscal reality.**

To reiterate, we feel that each of these suggestions has merit. We urge that a consideration of financial cost of any suggestion be weighed against the educational cost of not implementing the more costly of the suggestions.

One of the guidelines for the two-year learning resource programs states:

"As a result of poor design, functions of many buildings fail because those persons who would be working or using the building have not been involved in the planning. Staff, faculty, student representatives, and others who will utilize the facilities should be consulted."

We see this committee as being a part of this consultation process. This is a good start towards the goal of total institutional involvement in vital educational issues. The action taken as a result of this report will indicate the degree to which our institution believes in the AACJC guidelines.

**Charge 3**

"Evaluate the effectiveness of the decentralized libraries."

While some of the data in Appendix B reflects the extent to which our library is decentralized we cannot make any meaningful conclusions on how useful the decentralized departmental libraries are without a more extensive survey of those now employing departmental libraries.
We did agree that if there were to be departmental libraries they should be purchased by non-library funds or that the library budget should be increased to accommodate necessary duplication. If the books are purchased from library funds they should be controlled by library sources.

Charge 4

"Examine library policies noting any that create utilization barriers and suggest changes to remove them."

Unanimous approval was given to forward a copy of the library procedures (Appendix I) to the Dean of Media Services for distribution to Department Deans. These guidelines were developed by the Ad Hoc Educational Media Committee.

Charge 5

"Evaluate the library orientation program for students and faculty."

We recommend that the library staff complete their present project of an audio-tutorial package which consists of individualized packets with worksheets. This should allow a student and/or staff to learn about the diverse ways in which our library can be utilized.

We recommend that an orientation module be developed for use within the present English 101 and English 401 courses.

This report is submitted 5-26-76
Recommendations for the Library Utilization Committee

Inaccessibility of Books -

Somehow we must remove the extreme frustrations of having books in the Randtriever, but being unable to secure the books. The implementation of some sort of manual system to enable the library staff to withdraw the trays is not out of the question. It is not inconceivable that a simple ladder could be used to reach the top of the Randtriever to obtain the books. Of course, it is frustrating for the library staff to have books not returned by people who have them checked out, but this problem should be solved by the implementation of the library rules that are being proposed.

I. Enforcement of Library Regulations -

The library's regulations that have been proposed are a good start for relieving the frustration of the library staff. Any problems which arise from the non-return of books should be reported to the appropriate administrator immediately.

II. Browsing Concept -

The librarians are continually encouraging faculty and students to look in the card catalog and select a large number of books in order to browse. However, the checkout counter is simply inconducive for looking through books before actually checking them out. Therefore, people hesitate to request a large number of books. I am suggesting reorganization of the library setup in the next topic that would convey such an atmosphere.

IV. Reorganization of the Library's facilities.

In order to reduce theft and make the library more conducive to student use, I am suggesting the following movement of facilities.
A. Move the periodicals to the north side of the library. This would leave the south room entirely for the student study. It would also allow the library to supervise the periodical location to reduce theft. I am not recommending that the side shelves and visual facilities be moved for these could be retained in the south room.

B. A wall separating the library from the hallway would eliminate the noise of traffic that is presently created by people coming from Buildings 22 and 23. It would also allow the check out clerk at the circulation desk to actively supervise the flux of traffic in and out of the library facilities. This, of course, would allow close supervision of the library's collection. I realize that this recommendation of the wall will not be well received by the library staff; however, the closing of the west door of Building 24 is simply inappropriate to encourage student use of the library's collection. In all of the institutions where I have studied, there has always been close supervision of the books by the library personnel. Our institution should be no different and should take every measure within reason to reduce theft, but also encourage usage.
DATE: April 14, 1976
TO: Jane Roberts
FROM: Barbara Johanningsmeier
RE: Recommendations for the Library Utilization Committee.

1. Library policies - adopt the proposed library rules as policy.

2. Decentralized libraries are very advantageous to some programs. It is sometimes the only means in which students would ever check a book out. If program chairpersons will accept the responsibility of decentralized libraries in their programs and the proposed library policy is implemented, it would eliminate the concerns and/or problems that have occurred in the past with decentralized libraries.

3. Library information dissemination - implement a one credit hour course, transferable, in library orientation and require it for all students.
   Faculty - print list of new books, materials, etc., in school bulletin on a weekly/monthly basis to improve communications between library and faculty.

4. Utilization - down time of the Randtriever seems to be the cause of most frustrations concerning the library. My only suggestion is to sell it to a large research library and then redesign the facilities in Building 24 to be a Library/Media Building, without classrooms.
The Educational Media Center was developed around two popular concepts in education: utilization of technology and open spaces. After implementing innovative approaches, it has not been uncommon for other educational institutions to realize that modifications are desired in order to improve the learning environment. Modifications appear to be in order for facilities at DMACC.

1. Frustrations caused by the inaccessibility of books in the Randtriever are very real to students and staff. A manual system to withdraw trays would present difficulty in meeting OSHA requirements. One fall from a 25-foot ladder could result in a liability claim of sufficient magnitude to build two new libraries.

2. If the educational philosophy of the institution has as one of its main aims, the storage of books with the least expense, then the Randtriever would appear to meet the aim. However, if the educational philosophy aims to foster maximum student and faculty use of the library, the Randtriever presents serious obstacles. The availability of books for student use and browsing is an important factor in library utilization. A community college, where student reading levels are not high, should do everything possible to encourage reading and use of books, i.e., the library should be organized around the open-shelf concept. It would seem important to take a realistic look at the Randtriever as it will affect library usage in future years. For a new machine, the Randtriever has presented considerable difficulty. Considering the fact that aging machines pose further operational difficulties and considering the fact that replacement parts will no doubt be hard to obtain since production of library Randtrievers are in a "phasing out" stage, every practical or (not so practical) way to phase out our Randtriever should be considered.

3. Any structural modification of Building 24 to reduce noise, improve traffic flow, produce suitable browsing opportunities, etc., will result in a less than desirable facility for a college committed to quality education. I would hesitate to recommend structural changes unless they received the support of the library staff for they have the expertise in library planning.
One of the Guidelines for Two Year Learning Resources Program developed by the American Library Association, American Association of Community and Junior Colleges and Association of Educational Communications and Technology states:

"As a result of poor design, functions of many buildings fall because those persons who will be working in or using the buildings have not been involved in planning. Staff, faculty, student representatives, and others who will utilize the facilities should be consulted."

4. Building 24 appears to be well-suited for classroom use and office space. At a time when the college is planning for the next five years and at a time when we now have a renewed tax levy for capital improvements, it is my recommendation that serious consideration be given to either building a library addition to Building 24 designed to overcome the obstacles identified by this committee as obstacles to library utilization or to building a new library. The present library space can be restructured for additional classroom and office space.

5. Student usage of the library is closely related to faculty attitude and teaching methods. In-service sessions for faculty that focus on library utilization may be considered.
BARRIERS TO UTILIZATION OF LIBRARY - RECOMMENDATIONS FOR ELIMINATION

A. TRAFFIC/NOISE SITUATION THROUGH LIBRARY

Recommendation: Use the door at the west end of Bldg. 24 as an emergency exit only; this would eliminate the extremely noisy and disturbing flow of traffic through the library. Also, if any guards were used, one would be enough. This is cheaper, simpler, and leaves access to all areas of the library intact and doesn't cut down available floor space. Keys could be issued to departments for faculty use of the copy machine if this becomes necessary. Otherwise, people must go to the other entrances.

Why spend money and time and materials and personnel to skirt the real issue while solving the problem much less effectively than closing the entrance would. Closing the entrance could be tried for a one-month period before a corridor would be constructed to measure the results this might have.

Objections to Corridor Through Library: To presuppose that the two exits from the library that would be created by such a walkway would be manned by personnel for security purposes is assumptive, to say the least. Seldom is there enough personnel to man even one check-out area.

The problem of noise would probably be helped, but it certainly would not be eliminated .... both entrance doors would be open and the sounds from the corridor would penetrate the areas.

The openness feeling of library is an asset; corridors would definitely fragment and confine the area.

Corridors would make it difficult to monitor activity for reference purposes when only one person is on reference duty.

Addition of corridors would result in loss of library space.

Doors would have to be open on both sides of the corridor to allow access to both rooms, thereby detracting from the purpose of the corridor, i.e. to cut down noise in the library.

Two full time people would serve as "guards" at the two doors to alleviate the problem of theft of materials. Where would the money come from to pay their wages?

Such a corridor would divide the library and make it extremely inconvenient to get from one area to another. It is frequently necessary to use all areas of the library to find information or answer a particular question.

Such a corridor would make it virtually impossible to "cover" the library during evening hours when only one person is here. Also: without "guards" in the evening, it would be easier than it is now for someone to steal materials; one person couldn't be in both rooms at the same time.

The display bulletin board would no longer be part of the library.
B. CIRCULATIONS

Provide additional staff at the circulation desk to speed up service. Also: a charge-out system using embossed ID cards (if at all possible) OR issue our own library cards and verify students enrollment. Present system is unreliable and inconsistent.

B. ROOM 2405

Room 2405 must be a permanent part of the library and not subject to constant scrutiny for classroom purposes. To realize the full potential of 2405, plans that have already been drawn should be implemented. It will become necessary to have a least a part-time staff member who would work from the circulation desk but who will have primary responsibility for supervising 2405.

D. CENTRALIZED/DECENTRALIZED LIBRARY

A chronic problem in serving students has been the current situation on materials checked out to faculty. Many requests by students for magazines and books cannot be fulfilled because many individual faculty members assume that whatever is checked out to them is theirs. A definite limit on the time a staff member can keep materials must be set and adhered to. Periodicals which are indexed in the Wilson Indexes and the Nursing Literature Index should not be housed in departments.

A statement must be issued on the institutional policy concerning a centralized vs. decentralized library system on campus. If a centralized system is supported, this must be made potently clear to all staff members.

D. ORIENTATION

Include a tour of the library as part of the general orientation program for all new students.

Further develop a 1-credit, transferable course in library orientation and require it for all Arts and Sciences students.

Produce individualized learning packets on basic library skills, possibly in a programmed format. (These could be used either in the course mentioned above or by any class at the college)

Rewrite and update the student handbook, using a more attractive format.

Send a monthly newsletter to faculty and staff members advising them of the library's services, new materials, availability of tours and assistance, suggestions for encouraging students to use the library, etc. (Something like Instructional Tips - maybe that can be reviewed)

Offer a workshop on library use especially for faculty (maybe a one-day - each quarter program.)
Name: Cary Israel
Age: 28
Position: Program Chairperson, Legal Assistant
Division: Arts & Science
Recommended Salary: $17,159 Annual
Most recent salary: $13,950
Salary in relation to staff w/similar qualifications: On salary schedule
Education: Juris doctor from University of Detroit Law School
Experience: 2 years teaching, 2 years work
Reason for recommending this person: Well qualified
Beginning date of employment: June 15, 1977
Length of contract: 12 months
Reason for employment: New position

Name: Diane M. Vander Ploeg
Age: 28
Position: Medical Assistant Instructor
Division: Career Education - Ankeny
Recommended Salary: $14,707 Annual
Most recent salary: $8,400
Salary in relation to staff w/similar qualifications: Comparable
Education: 1 yr. Medical Assistant Program, DMACC
Experience: 38 qtr. hours + 7 hrs. - CLEP
7 years 10 months work
Reason for recommending this person: Has all necessary requirements
Beginning date of employment: July 1, 1977
Length of contract: 12 months
Reason for employment: Replacing Leona Martin who is on a leave of absence

Contract Changes
a. Tom Schleis - chemistry instructor (9 mo.), Arts & Science; from lane 203, level 1.0 @ $10,780 annual to lane 248, level 1.0 @ $11,765 annual.

b. Ralph Keul - data processing instructor (12 mo.), Career Education; from lane 270, level 10.5 @ $21,173 to lane 293, level 10.5 @ $21,788 annual.

c. Dolores Johnson - commercial art instructor (12 mo.), Career Education; from lane 248, level 12.0 @ $21,480 annual to lane 270, level 12.0 @ $22,096 annual.

d. Jolyne Ghantabadi - office occupations instructor; from 12 mo. contract @ $15,938 annual to 9 mo. contract @ $12,751 annual.
## Pay For Days Worked Beyond 9 Month Contract

**June 7, 1977**

### Arts & Science - (39 Days)

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruth Aurelius</td>
<td>$2,806</td>
</tr>
<tr>
<td>Rich Chapman</td>
<td>$2,581</td>
</tr>
<tr>
<td>Ted Clinkenbeard</td>
<td>$3,121</td>
</tr>
<tr>
<td>Michael Delaney</td>
<td>$2,581</td>
</tr>
<tr>
<td>Barbara Eastwood</td>
<td>$2,671</td>
</tr>
<tr>
<td>Terry Fairbanks</td>
<td>$2,491</td>
</tr>
<tr>
<td>Julia Haggar</td>
<td>$2,806</td>
</tr>
<tr>
<td>Rudy Harris</td>
<td>$2,896</td>
</tr>
<tr>
<td>Donald Kaesser</td>
<td>$2,491</td>
</tr>
<tr>
<td>Gary Nelson</td>
<td>$2,311</td>
</tr>
<tr>
<td>Tom Nelson</td>
<td>$2,851</td>
</tr>
<tr>
<td>David Palmer</td>
<td>$3,256</td>
</tr>
<tr>
<td>Kenneth Pritchard</td>
<td>$2,130</td>
</tr>
<tr>
<td>Bill Ryan</td>
<td>$3,678</td>
</tr>
<tr>
<td>Thomas Schleis</td>
<td>$2,095</td>
</tr>
<tr>
<td>James Sheaff</td>
<td>$2,851</td>
</tr>
<tr>
<td>Janet Simons</td>
<td>$2,400</td>
</tr>
<tr>
<td>Cristy Stevens</td>
<td>$2,130</td>
</tr>
<tr>
<td>Byron Strom</td>
<td>$2,312</td>
</tr>
<tr>
<td>William Thieman</td>
<td>$2,851</td>
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<tr>
<td>Frank Trumpy</td>
<td>$2,671</td>
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<tr>
<td>Curt Wiberg</td>
<td>$3,121</td>
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<tr>
<td>Gerald Wisnieski</td>
<td>$3,615</td>
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</table>

### Career Education

#### (53 days)

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Robert Anderson (60% of daily rate)</td>
<td>$1,781</td>
</tr>
<tr>
<td>Stephens Collins</td>
<td>$4,073</td>
</tr>
<tr>
<td>Clair Fisher</td>
<td>$4,133</td>
</tr>
<tr>
<td>Barbara Pothast</td>
<td>$3,520</td>
</tr>
<tr>
<td>Mary Tharp</td>
<td>$2,447</td>
</tr>
<tr>
<td>Thomas Turner</td>
<td>$3,877</td>
</tr>
<tr>
<td>Robert Young</td>
<td>$4,194</td>
</tr>
<tr>
<td>John Zeller</td>
<td>$4,500</td>
</tr>
<tr>
<td>Dennis Hansen</td>
<td>$3,012</td>
</tr>
</tbody>
</table>

#### (Less than 53 days)

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jolyne Ghanatabadi (45 days)</td>
<td>$2,707</td>
</tr>
<tr>
<td>Myrna Maurer (30 days)</td>
<td>$1,804</td>
</tr>
<tr>
<td>Richard Yach (39 days)</td>
<td>$2,626</td>
</tr>
</tbody>
</table>
### Summer Pay for Nurses Beyond 9 Month Contract

<table>
<thead>
<tr>
<th>Name</th>
<th>FY 78 Salary</th>
<th>FY 78 Additional Days</th>
<th>Total FY 78 Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arlene Edmondson</td>
<td>$13,243.00</td>
<td>40 @ $62.47 = $2,498.80</td>
<td>$15,741.80</td>
</tr>
<tr>
<td>Nita Ferguson</td>
<td>13,243.00</td>
<td>40 @ 62.47 = 2,498.80</td>
<td>15,741.80</td>
</tr>
<tr>
<td>Donna Miller</td>
<td>12,258.00</td>
<td>40 @ 57.83 = 2,213.20</td>
<td>14,471.20</td>
</tr>
<tr>
<td>Gora Sisson</td>
<td>11,273.00</td>
<td>40 @ 53.17 = 2,126.80</td>
<td>13,399.80</td>
</tr>
<tr>
<td>Christine Dencklau</td>
<td>12,504.00</td>
<td>40 @ 58.98 = 2,359.20</td>
<td>14,863.20</td>
</tr>
<tr>
<td>Barbara Waldron</td>
<td>12,504.00</td>
<td>69 @ 58.98 = 4,069.62</td>
<td>16,573.62</td>
</tr>
</tbody>
</table>

Board Approved: _____________________________

Date: _____________________________
Facility and Equipment Usage

Use of Facilities

The College belongs to the people of the District, and the plant facilities are established, maintained and operated by funds largely provided by local taxes. Therefore, the Board accepts the responsibility for making its plant facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities which do not infringe upon nor interfere with the operation and best interests of the College.

Types of activities for which facilities will not normally be used are:

1. Any purpose in conflict with school activities.
2. Fund-raising campaigns except as permitted by Board policy or special action of the Board.
3. Activities which are discriminatory in the legal sense.
4. Partisan political meetings other than those connected with approved student clubs or organizations.
5. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
6. Any activity that may violate the canons of morality or be injurious to the buildings, grounds or equipment.
7. Activities which, in the opinion of the administration, present the possible danger of disruption or damage to the campus physical plant.

Approval and Fees

The Executive Officer is authorized to approve administrative procedures for scheduling the use of school facilities by applicants satisfying the above purposes and limitations. Right is reserved by the Board to revoke any such permit, without liability, should such action be deemed necessary or desirable.

The Executive Officer is hereby authorized to periodically update and publish a schedule of fees for use of College facilities and equipment.

BOARD ADOPTION: March, 1973

LEGAL REFERENCE: 49.24.11A.8

Rev. May 14, 1976

297.9,10

740.20
Memorandum

DATE May 26, 1977
TO Paul Lowery
FROM Irv Steinberg
RE: June 13, 1977 Board Agenda Items

Time/Place -- 5:30, CIVEC, 2600 Bell Avenue

1. Consideration of bids for purchase of student constructed houses as follows:
   a. 806 SE 10th Street, Ankeny (list price $56,700)
   b. 121 E. Randall Road, Carroll (list price $45,500)

2. Consideration of approving proposed amendment to Article V, Section 2, of the MIECC By-Laws, which changes the date for the adoption of the budget from March 15 to October 15 (attached letter from Don Andrew).

3. Acceptance of the Iowa Department of Transportation bid (no monies involved) for easement of campus property for purpose of constructing a bike path (bid received May 16, 1977, in accordance with Board action at April 25 meeting).

4. Approval of lease renewal for rent of Walz & Murphy Building in Carroll (Building Trades Program classroom) for $275 month ($25 month increase) from June 1, 1977 through May 31, 1978. (Don Zuck submitted lease to you earlier.)

5. Reminder that following Directors term of office expires this year:
   Walt Hetzel - Don Rowen - Harry Bloomquist
   Election dates of concern are as follows:
   a. First date nomination papers may be filed - July 10
   b. Last date nomination papers may be filed - August 4
   c. Election day - September 13

Attached is information for each Director District concerned. Nomination papers will be furnished us by Polk County Election Office and are not yet available.

<

6. Consideration of approving acceptance of Master Charge credit cards as means of payment for tuition and fees by students at registration, and further for use at Bookstore. I have contacted Steve Bunton at the Master Charge office in Des Moines who confirmed that there is no expense to the college to use this service except for a $10 per year rental fee for charge machines (or may outright purchase same for $27.50). This would provide us with an additional type of financial aid for students, and is recommended by the Financial Aids Office for this reason. The system is presently used to satisfaction by Drake, ISU, UNI & IU in addition to Iowa Valley Comm Coll (Area VI).

cc: Gene Snyders
    Don Zuck
### TIMETABLE - PARKING LOT EXTENSION

**PHASE III A, Part 1**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsibility</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepare Bidding Documents</td>
<td>Veenstra-Kimm Zuck</td>
<td>9 16 23 30</td>
<td>6 13 20 27</td>
<td>4 11 18 25</td>
<td>1 8 15 22 29</td>
<td>5 12 19 2</td>
</tr>
<tr>
<td>2. Resolution - Adopt proposed plans and set date for bid and hearing</td>
<td>Board</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3. Advertise bid</td>
<td>Steinberg</td>
<td></td>
<td>16 23</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4. Advertise hearing</td>
<td>Steinberg</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Bid Period</td>
<td>Veenstra-Kimm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Bid Opening</td>
<td>Steinberg/Zuck</td>
<td></td>
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<tr>
<td>7. Hearing and award contract</td>
<td>Board</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>8. Construction</td>
<td>Contractor</td>
<td></td>
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<tr>
<td>9. First day of Fall Quarter classes</td>
<td></td>
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</tr>
</tbody>
</table>

Copies: Veenstra-Kimm Steinberg Snyders Lowery Wilkins, Bussard & Dikis
June 9, 1977

Mr. Irv Steinberg
Board Secretary
Des Moines Area Community College
2006 S. Ankeny Blvd.
Ankeny, Iowa 50021

Dear Mr. Steinberg:

Enclosed are the Offers to Purchase that were turned into our office for the Des Moines Area Community College Property.

Sincerely:

Wayne D. Halbur

enclosure
PURCHASE AGREEMENT

Approved by the Iowa Association of Realtors

If not understood, seek legal advice.

Des Moines Area Community College

Carroll, Iowa, June 9, 1977

1. We hereby make you the following offer for your property located at 121 East Randall Road and described as follows:

Lot 15 Block 15, Applewood Knolls addition to Carroll
Carroll County, Iowa.

And agree to pay you therefor the sum of $45,600.00 as follows:

$1,000.00 in earnest money to be held by The Greteman Agency, Inc.

The balance of $44,600.00 is to be paid as follows:

- $1,000.00 in earnest money
- The remainder in 12 equal monthly installments of $3,716.67 each
- $7,500.00 in earnest money

2. All special assessments now spread upon the Treasurer's and auditor's books are to be paid by Seller.

3. All subsequent taxes and special assessments are to be paid by the Buyer.

4. Possession to be given on or before July 1, 1977, and adjustments of interest, rents and insurance, taxes, and subject to applicable zoning restrictions.

5. All taxes, assessments, liens and encumbrances, other than those specified, except building restrictions, easements, and subject to applicable zoning restrictions.

6. The Seller is to continue the abstract to the date of the contract, showing good and merchantable title, free and clear of all taxes, assessments, liens and encumbrances, other than those specified, except building restrictions, easements, and subject to applicable zoning restrictions.

7. Shades, blinds, curtain rods, venetian blinds, linoleums, storm sash, screens, and described as follows:

- Water heater, radio and/or TV antenna, electric and other attached fixtures, and
- The Seller’s obligation for commission to the agent, and the balance, if any, shall be paid to and become the property of the Seller.

8. If the Seller fails to fulfill this agreement he will pay to the agent the regular commission in full, and the Buyer shall have the right to have all payments returned or to proceed by any action or actions at law or in equity, and the Seller agrees to pay costs and attorneys fees, and a receiver may be appointed.

9. If the Buyer fails to fulfill his agreement, the Seller may forfeit the same as provided in the Code of Iowa, and all payments made herein shall be forfeited, and to the extent of the commission it shall be first paid to the agent in full discharge of Seller's obligation for commission to the agent, and the balance, if any, shall be paid to and become the property of the Seller, or the Seller may proceed by any action or actions at law or in equity and the Buyer agrees to pay costs and attorney fees, including the agent's commissions and any other expenses incurred by the buyer, as liquidated damages and a receiver may be appointed and all payments made herein to the extent of the commission shall be first paid to the agent in full discharge of the Seller's obligation for the agent's commission, and the balance, if any, shall be paid to and become the property of the Seller.

10. In the performance of each part of this agreement time shall be of the essence of the contract.

11. It is agreed that at time of settlement, funds of the purchase price are to be held by The Greteman Agency, Inc., and subject to approval of Buyer's attorney on title questions involved, and needed