

Des Moines Area Community College

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Board of Directors Meeting Minutes

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4-12-1976

### **Board of Directors Meeting Minutes (April 12, 1976)**

DMACC

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DES MOINES AREA COMMUNITY COLLEGE  
2006 South Ankeny Boulevard  
Ankeny, Iowa 50021

REGULAR MEETING

APRIL 12, 1976

The regular monthly meeting of the Des Moines Area Community College Board of Directors was held on April 12, 1976, Building #31, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa. The meeting was called to order at 5:30 p.m., by the Board President, Max Kreager.

ROLL CALL

Members present: Max Kreager  
Maurice Campbell  
Cecil Galvin  
Walter Hetzel  
Donald Rowen  
Harry Bloomquist  
Harold Welin  
Eldon Leonard

Members absent: Murray Goodman

Others present: Paul Lowery, Superintendent  
Jack Asby, Vice President, Business Management  
Irv Steinberg, Controller/Board Secretary  
Jordon Ball, Administrative Assistant  
Rus Slicker, Vice President, Management & Planning  
Joe Borgen, Vice President, Instruction  
Don Rhead, Director, Personnel  
Leonard Bengtson, Vice President, Student Life  
Gary Wilcox, Dean, Arts & Sciences  
Charles Bullard, DM Register Reporter  
Dorothy Gilliland, College Relations  
Diane Bidwell, Vice President, Student Senate  
Mrs. Harold Welin

APPROVAL OF  
MINUTES

It was moved by C. Galvin, seconded by D. Rowen, that the minutes of the regular board meeting held March 8, 1976, and the special meeting held March 22, 1976, be approved as presented. Motion passed.

APPROVAL OF  
MIECC BUDGET  
FOR FY 76-77

It was moved by W. Hetzel, seconded by C. Galvin, that the proposed budget for FY 76-77, totaling receipts and expenses each of \$1,036,643.00 of the Mid Iowa Educational Computer Center be approved as presented. An amendment to this motion was made by D. Rowen, seconded by M. Campbell, that the MIECC staff review the procedure for costing out of services prior to preparation of future years budgets. Motion, as amended, was passed.

SET PUBLIC  
HEARING FOR  
FY 75-76 PLANT  
FUND BUDGET  
AMENDMENT

It was moved by M. Campbell, seconded by D. Rowen, that the current fiscal year (FY75-76) Plant Fund budget be amended from \$1,484,000 to \$2,523,000 to allow for additional expenditure for payment of construction fund loan, and that the public hearing for said budget amendment be held at 5:30 p.m., May 10, 1976, Room 3115, Bldg. #31, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, and that the board secretary publish the notice of hearing as required by law. Motion passed.

April 12, 1976

Regular Meeting

CESS OF  
ETING

It was moved by D. Rowen, seconded by H. Bloomquist, that the meeting recess for a dinner break. Motion passed and the meeting was recessed at 6:40 p.m.

CONVENE OF  
ETING

The regular board meeting reconvened at 7:25 p.m., at the same location as it had recessed. All those present prior to the recess were again present, in addition to Byron Hamilton, Dean, Boone Campus.

POINTMENT OF  
VELOPER FOR  
TUDENT HOUSING

It was moved by C. Galvin, seconded by M. Campbell, that WECO Inc., be designated as developer for Des Moines Area Community College Student Housing, and that this firm be authorized to proceed to work together with the City of Ankeny in resolving sewer facilities and zoning on the property being proposed for sale so that sale of said property can be consummated to this firm for student housing construction purposes. The resolving of these problems preventing said construction must be completed within a reasonable period of time. Motion passed.

ESIGNATION  
F ARCHITECT  
FIRM FOR  
HASE III

A motion was made by M. Campbell, seconded by C. Galvin, that approval be given to the proposed contract designating the architect firm of Wilkins, Bussard, and Dikis, as architects for Phase III of the Des Moines Area Community College construction program, and that the board president be authorized to sign said contract. Motion passed.

PERSONNEL  
NS

It was moved by E. Leonard, seconded by D. Rowen, that approval be given to the following personnel actions:

1. The position of publications coordinator be offered to Michael Dixon, effective March 22, 1976, at an annual salary of \$14,800.00.
2. Leaves of absence be approved for the following:
  - (a) Linda Pederson, Fashion Mdse, Instructor, June 21 - Sept. 6, 1976
  - (b) Susan Anderson, Health Coordinator, July 14-16, 1976
  - (c) Vernon Cadwell, Bldg. Maint, Instructor, GIVEC, March 1-26, 1976
  - (d) Vivian Brandmeyer, Office Occupations Instructor, Boone, June 1-11 and June 28 - July 2, 1976
3. Resignations be accepted for the following:
  - (a) Jon Schneider, Foundations Officer, effective June 30, 1976
  - (b) Carol Spicer, Nursing Instructor, effective June 30, 1976
  - (c) Dale Ferguson, Instructor, Ankeny, effective March 19, 1976.

Motion passed.

RESOLUTION TO  
SELL HOUSE

Director M. Campbell introduced the following Resolution entitled "RESOLUTION APPROVING SALE OF HOUSE" and moved that same be adopted. Director D. Rowen 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

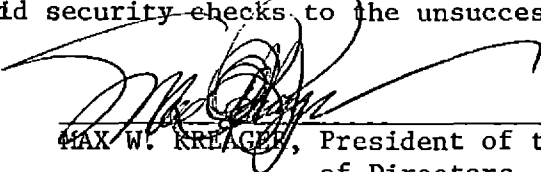
RESOLVED, that the following described real estate situated in the City of Ankeny, Polk County, State of Iowa, to-wit,

801 S. E. 10th Street (Lot 17, Waywin Acres, Plat No. 1)

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 Gregory McQuistan who submitted the high bid in response to said bidding, for the consideration of \$46,001.00 (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 Gregory McQuistan upon receipt of said consideration. The Board Secretary is further authorized to return bid security checks to the unsuccessful bidders.



MAX W. KREAGER, President of the Board  
of Directors

ATTEST:

  
IRV STEINBERG, Secretary of the Board  
of Directors

Regular Meeting

April 12, 1976

APPROVAL OF HOUSE PLANS

It was moved by H. Bloomquist, seconded by E. Leonard, that the proposed house plans for construction of next building trades class project in the City of Ankeny (3 bedroom ranch , with family room, fire place, and double detached garage) be approved as presented. Motion passed.

FUTURE HOUSE PLANS

It was moved by M. Campbell, seconded by C. Galvin, that the next house plans presented for board approval for a student constructed house contain approximately 1200 square feet. Motion passed.

NOTICE OF BUDGET APPEAL MEETING WITH STATE APPEAL BOARD

Board President, M. Kreager noted that the appeal of the published FY 76-77 budget by the Polk Des Moines Taxpayers Association would be held with the State Appeal Board on Monday, April 19, 1976, 7:00 p.m., Room 3115, Bldg. #31, Ankeny Campus.

APPROVAL TO RENT COLLEGE PROPERTY FOR GARDEN PLOTS

It was moved by M. Campbell, seconded by C. Galvin, that approval be given for the rental of Ankeny Campus property for garden plots, on the same basis as had been done in previous years. Motion passed.

ADVISORY COMMITTEE APPOINTMENT

It was moved by H. Welin, seconded by M. Campbell, that approval be given to the following advisory committee appointments:

- a. To Health Care Administration Committee
  - (1) John J. Coler, President of HCLA Alumni Group, Lorchville, Iowa
  - (2) Ms. Dorcus Speer, Health Licensing Board member
- b. To Recreational Leadership Committee
  - (1) Jon Born, Director of Parks & Recreation, Newon, Iowa

Motion passed.

APPROVAL OF INCREASE IN DROP IN DAY CARE CENTER FEES

It was moved by M. Campbell, seconded by D. Rowen, that approval be given to the proposed increase fees for the Drop-In Day Center as listed:

	Current Fees		Proposed Increased Fees	
	Without Activity Ticket	With Activity Ticket	Without Activity Ticket	With Activity Ticket
Full-time fee	\$70/mo.	\$65/mo.	\$80/mo.	\$75/mo.
Weekly Fee	18	17	21	20
Daily fee	3.80	3.50	4.40	4.00
Hourly care	.60	.50	.70	.60
Hourly care - evening	.50	.50	.50	.50

Motion passed.

Regular Meeting

April 20, 1976

APPROVAL OF  
PROPOSED COLLEGE  
OBJECTIVES FOR  
FY 77

It was moved by E. Leonard, seconded by W. Hetzel that approval be given to the proposed College Objectives for FY 77, a copy of which is attached hereto and made a part of these minutes. Motion passed.

BOONE CAMPUS  
PARKING LOT  
CONNECTION TO  
CITY STREET

It was moved by E. Leonard, seconded by D. Rowen that authorization be given to administrative staff to work with the City of Boone for purpose of planning for construction of street connecting Boone Campus parking lot with Park Avenue, at an approximate cost to the college of \$12,000.00. Motion passed.

RENEWEL OF  
ERRORS &  
OMISSION  
INSURANCE

It was moved by H. Bloomquist, seconded by M. Campbell that "Wrongful or Negligent Act" (Errors & Omissions) Liability Insurance be purchased for a three year period from Continental National Assurance at a cost for calendar year 1976 of \$2,310.00, CY 77, for \$1,733.00, and CY 78, for \$1,733.00. Motion passed.

APPROVAL OF  
TWO YEAR  
SAFETY SPEC  
PROGRAM

It was moved by M. Campbell, seconded by D. Rowen, that approval be given to operating a two year Associate Degree Program "Safety Specialist" and that the proposal for said program be submitted to the State Department of Public Instruction for their approval. Motion passed.

CLAIMS &  
ACCOUNTS

It was moved by E. Leonard, seconded by C. Galvin, that the claims and accounts, as presented, be approved for payment. Motion passed.

EXECUTIVE  
SESSION

It was moved by E. Leonard, seconded by D. Rowen, that the board go into executive session to discuss collective bargaining strategy. Motion passed and visitors were excused from the meeting at 9:00 p.m.

RECONVENE OF  
MEETING

The regular board meeting reconvened at 9:50 p.m. All members of the board and the Des Moines Area Community College staff members present prior to the executive session were again present, with the exception of Walter Hetzel.

ADJOURNMENT

It was moved by C. Galvin, seconded by M. Campbell, that the meeting be adjourned. Motion passed and the meeting adjourned at 10:15 p.m. The next regular meeting was set for Monday, May 10, 1976, Bldg. #31, Ankeny Campus, immediately following the public hearing on amending the Plant Fund budget, which is set for 5:30 p.m.

  
\_\_\_\_\_  
MAX W. KRAVAGER, PRESIDENT

  
\_\_\_\_\_  
IRV STEINBERG, SECRETARY

DES MOINES AREA COMMUNITY COLLEGE  
Agenda - Regular Meeting  
Monday, April 12, 1976  
Building #31, Room 3115  
5:30 P.M.

1. CALL TO ORDER

→ C. Galvin, 2d D. Rowen

2. APPROVAL OF MINUTES - March 8 regular meeting and March 22 special meeting

3. REPORTS

- (a) ICASB and Area Supts. - Kreager and Lowery
- (b) Mid-Iowa Computer Center - Hetzel
- (c) Legislative
- (d) Financial (Exhibit A)
- (e) Area School Fall 1975 Enrollment (Exhibit B)
- (f) Craft Advisory and General Advisory meetings
- (g) Cost comparisons of the three instructional services among the fifteen area schools (Exhibit C enclosure with memo dated April 2nd)
- (h) Budget projections FY76 through FY79 (Exhibit C)

4. COMMUNICATIONS

- (a) Letter from William D. Baker, President of East Des Moines Improvement Association, Inc., concerning possible site for downtown campus (enclosure with memo dated April 2nd)

5. UNFINISHED BUSINESS

- (a) Consideration of developer for student housing. *Subject to the acquisition of sewer facilities*
- (b) Consideration of architectural firm for Phase III of college construction program.
- (c) Policies (board members have copies).

WECCO

6. NEW BUSINESS

- (a) New Personnel
  - (1) Michael Dixon, Publications Coordinator (Exhibit D)
- (b) Leave of Absence
  - (1) Linda Pederson, Fashion Merchandising instr., Ankeny, June 21 - Sept. 6, 1976.
  - (2) Susan M. Anderson, Health Coordinator, Ankeny, July 14-16, 1976.
  - (3) Vernon Cadwell, Bldg. Maint. instr., CIVEC, March 1-26, 1976.
  - (4) Vivian Brandmeyer, Office Occupations instr., Boone, June 1-11 and June 28-July 2, 1976.
- (c) Resignations
  - (1) Jon Schneider, Foundation officer, June 30, 1976.
  - (2) Carole Lea Spicer, Nursing instr., Ankeny, June 30, 1976.
  - (3) Dale Ferguson, Insurance instr., Ankeny, March 19, 1976.

- (d) Consideration of MIECC proposed budget <sup>totaling</sup> for period July 1, 1976 - June 30, 1977 (Exhibit E) *\$1,036,643<sup>00</sup> ← W. Hetzel, 2d E. Galvin - amended - see notes*

- (e) Rental of college property to be used for garden plots. *M. Campbell, 2d C. Galvin*

- (f) Appointment of the following to the Health Care Administration Advisory Committee:  
John J. Coler, President of HCLA Alumni Group, Lohrville, Ia.  
Ms. Dorcas Speer, member of Health Licensing Board.

Appointment of Jon Born, Director of Parks & Recreation, Newton to Recreational Leadership Advisory Committee.

All three are additions to the committees.

Rowen

H. Welch  
2d M. Campbell

## 6. NEW BUSINESS (continued)

(g) Consideration of increase in Drop-In Day Care Center fees (Exhibit F).

(h) Proposed College Objectives for FY1977 (Exhibit G).  
*M. Campbell, 2d D. Rowen*

(i) Consideration of bids received for purchase of student constructed house located at 801 SE10th, Ankeny.  
*E. Leonard, 2d W. Hetzel*

(j) Consideration of proposed house plans for construction of next building trades class project, Ankeny. *H. Bloomquist, 2d E. Leonard to adopt.*

(k) Set May 10, 1976, 5:30 p.m., Room 3115, Ankeny Campus, as time and place for public hearing to amend current year's (FY76) plant fund budget (Exhibit H).

(l) Consideration of authorization to work with city of Boone for purpose of planning for construction of street connecting Boone campus parking lot with Park Avenue (approximately 220 ft.) at an approximate cost to the college of \$15,000 ~~\$12M.~~  
*M. Campbell 2d D. Rowen.*  
(Exhibit I). *E. Leonard, 2d D. Rowen*

(m) Renewal of "Wrongful or Negligent Act" (errors & omissions) liability policy as follows:

1st year (Jan. 1, 1976 - December 31, 1976)	-	\$ 2,310.00
2nd year	-	1,733.00
3rd year	-	1,733.00
Total		\$ 5,776.00

*H. Bloomquist  
2d M. Campbell*

(n) Consideration of 2-year Associate Degree program, "Safety Specialist."

*M. Campbell, 2d D. Rowen*

## 7. OTHER

(a) Workshop on "Legal Responsibilities of Board Members" (Exhibit J). *4-26, 27*

8. PRESENTATION OF CLAIMS AND ACCOUNTS - *E. Leonard, 2d C. Galvin*

## 9. ADJOURNMENT



March 30, 1976

Paul Lowery

Irv Steinberg

April Board Agenda

The following items should be included on the April 12th Board Agenda:

1. Consideration of bids received for purchase of house at 801 S. E. 10th, Ankeny.
2. Consideration of proposed house plans for construction of next building trades class project (3 bedroom ranch, with family room, fire place, double detached garage).
3. Set May 10, 1976, 5:30 p.m., Room 3115, Ankeny Campus, as time and place for public hearing to amend current year's (FY 75-76) Plant Fund Budget from \$1,484,000 to \$2,523,000- increase needed to cover annual loan payment of \$1,039,000.00 which was omitted from original published budget.
4. Approval of proposed MIECC FY 1977 budget.
5. Approval of contract with architect firm - Wilkins, Bussard & Dikis.
6. Report from student housing developers (WECO, Inc., & Voorhees Assoc.) as to their interest in resolving sewer system problem.

cc: Jack Asby

April 5, 1976

C  
O  
P  
Y

Mr. Dean Minor  
President  
Ankeny State Bank  
Third & Cherry  
Ankeny, Iowa 50021

Dear Dean,

We received your appraisal of the property at 301 S. E. 10th Street, Ankeny, Iowa. Once again, we appreciate the cooperation you and Jim Angstead have given us in providing these statistics.

The data will be provided to our school board prior to accepting an offer to purchase said property.

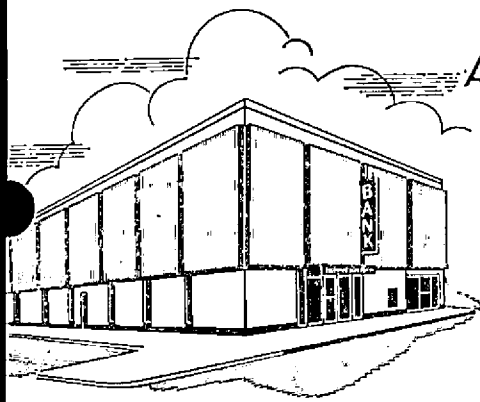
Yours truly,

Irv Steinberg  
Controller

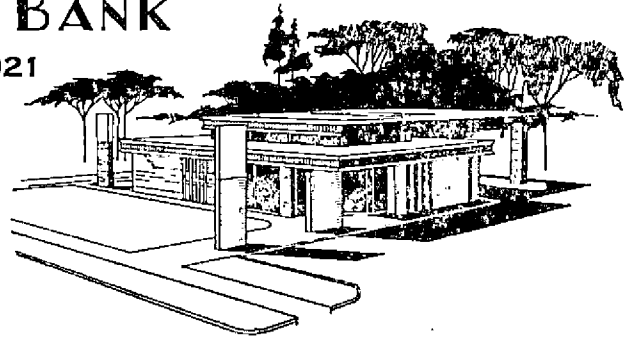
dp  
cc: P. Lowery  
J. Asby

# ANKENY STATE BANK

ANKENY, IOWA 50021



UPTOWN  
THIRD and CHERRY



OFFICE  
FIRST and SHARMIN

DEAN E. MINOR  
President

RECEIVED  
APR 2 1976  
BUSINESS

April 1, 1976

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

RE: 801 SE 10th  
Ankeny, Iowa

Dear Irv:

In reference to the above property, Jim Angstead and I have arrived at the following appraisal as listed below:

1558 Sq. Ft. @ \$27.50 per Sq. Ft.	\$42,845.00
Lot	8,000.00
Garage	3,500.00
Extras (including fireplace)	2,000.00
	<u>\$56,345.00</u>

We feel the above appraisal is in relation to comparative sales in the Ankeny area and represents a fair market value.

Very truly yours,

  
Dean E. Minor  
President

DEM/jl

Area	Area School Fall 1975 Enroll. Headcount	ENROLLMENT 1974-1975 In Area Community Coll. or V-T Schools			LOCAL SCHOOL DISTRICTS		PUBLIC & NON-PUB. Grade 12 Enroll.	NON-PUB. SCHOOLS K-12 Enroll.	GRAND TOTAL K-12 Enrollment Public & Non-Pub.
		FTEE Including Non-Eligible for State Aid	FTEE Only those Eligible for State Aid	Headcount Including Adult Ed. Registrations	No. in Area	K-12 Enroll			
I	1,134	2,008.08	1,894.62	31,538	27	45,300	4,200	13,774	59,074
II	2,223	2,541.62	2,450.88	27,537	29	29,197	2,480	1,559	30,756
III	1,755	2,292.48	2,035.66	20,911	28	17,459	1,602	2,265	19,724
IV	582	892.42	852.41	7,712	21	13,974	1,403	3,543	17,517
V	2,500	2,784.77	2,513.76	27,798	47	35,349	2,951	2,841	38,190
VI	2,087	2,283.19	2,098.61	33,763	24	24,594	1,888	68	24,662
VII	1,762	2,647.98	2,513.18	24,232	24	43,169	3,289	4,649	47,818
IX	2,889	2,651.12	2,444.34	20,876	24	64,868	4,533	5,096	69,964
X	4,536	5,270.77	4,537.03	42,432	39	70,883	5,127	5,636	76,519
XI	5,639	5,952.79	5,439.07	40,987	63	118,932	8,638	11,099	130,031
XII	1,220	1,887.89	1,670.76	20,392	30	37,706	3,211	4,951	42,657
XIII	2,676	2,397.68	2,060.88	18,418	33	40,291	2,902	1,805	42,096
XIV	837	913.39	864.85	12,900	22	15,079	1,152	135	15,214
XV	1,322	2,033.39	1,861.21	17,153	26	31,045	2,202	419	31,464
XVI	1,801	1,835.86	1,616.55	12,842	13	23,038	1,737	2,520	24,558
TOTALS	32,963	38,393.43	34,853.81	359,491	450	610,884	47,315	60,360	671,244

DMACC  
BUDGET PROJECTIONS  
FY 1976 -- FY 1979

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INCOME	FY 1976		FY 1977		FY 1978		FY 1979	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Fees *	\$ 120,000	\$ 120,000	\$ 131,000	\$ 131,000	\$ 141,500	\$ 141,500	\$ 147,500	\$ 145,500
Tuition *	2,142,000	2,142,000	2,269,575	2,269,575	2,394,000	2,394,000	2,488,500	2,488,500
Property Tax**	1,308,770	1,308,770	1,996,000	2,595,000	1,410,945	1,872,200	1,495,602	1,988,772
General Aid	3,993,500	3,993,500	4,553,243	4,553,243	4,917,500	4,917,500	5,310,090	5,310,090
Vocational Aid/State	894,000	894,000	894,000	894,000	894,000	894,000	894,000	894,000
W/S Funds-State	36,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000
Equipment Replacement	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000
Grants	8,000	8,000	10,000	10,000	10,000	10,000	10,000	10,000
Voc. Aid-Federal	481,253	481,253	481,000	481,000	481,000	481,000	481,000	481,000
Special Needs	134,000	134,000	134,000	134,000	134,000	134,000	134,000	134,000
W/S Federal	76,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000
Adult Basic	131,000	131,000	105,000	105,000	105,000	105,000	105,000	105,000
Other Miscellaneous	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
Unrestricted Fund Balance	-0-	-0-	322,195	516,195	(13,348)	583,652	(1,011,603)	46,652
Other Extraordinary	631,000	825,000						
Sub-Total	\$10,265,523	\$10,459,523	\$11,318,013	\$12,111,013	\$10,896,597	\$11,954,852	\$10,476,089	\$12,025,514
Function 4	1,640,000	1,640,000	1,640,000	2,167,889	1,400,000	1,400,000	1,275,000	1,275,000
Total Income	\$11,905,523	\$12,099,523	\$12,958,013	\$14,278,902	\$12,196,597	\$13,354,852	\$11,751,089	\$13,300,514
EXPENSES								
Salaries & Other Fringe								
Benefits	7,317,286	7,317,286	8,398,000	8,398,000	9,176,200	9,176,200	10,093,820	10,093,820
Contracted Services	1,068,682	1,068,682	1,174,800	1,174,800	1,291,000	1,291,000	1,420,010	1,420,010
Materials, Supplies and								
Travel	567,965	567,965	699,761	699,761	769,000	769,000	845,900	845,900
Capital Outlay	358,395	358,395	393,800	393,800	432,000	432,000	475,200	475,200
Extraordinary Expenses	631,000	631,000	665,000	825,000	240,000	240,000	125,000	125,000
Sub-Total	\$ 9,943,328	\$ 9,943,328	\$11,331,361	\$11,491,361	\$11,908,200	\$11,908,200	\$12,959,930	\$12,959,930
Function 4	1,640,000	1,640,000	1,640,000	2,167,889	1,400,000	1,400,000	1,275,000	1,275,000
Total Expenses	\$11,583,328	\$11,583,328	\$12,971,361	\$13,695,250	\$13,308,200	\$13,308,200	\$14,234,930	\$14,234,930
Carryover Surplus or								
Deficit	\$ + 322,195	\$ + 516,195	\$ (- 13,348)	\$ + 583,652	\$(-1,011,603)	\$ + 46,652	\$(-2,483,841)	\$(- 934,416)

\* Enrollment Projection

6800 F. T. E.

7205 F. T. E.

7600 F. T. E.

7900 F. T. E.

\*\* Minimum Property Tax = 7% limit  
Maximum Property Tax = 27% limit

DMACC  
Budget Projections  
FY 1976 - FY 1979

ANNOTATIONS

FY 1976

Income

All income items are updated and revised to reflect the most accurate picture of the current revenue expectations.

The "minimum" column includes extraordinary income in the form of a special loan to be received from the state executive council. The \$631,000 is the amount of the loan if it is calculated at assessed valuations prior to the major state re-evaluation.

The "maximum" column adjusts the extraordinary income to reflect the loan if it is calculated at a 30.5% increase in property valuations.

Expenses

All expense items have been adjusted to reflect the actual anticipated expenses for the year rather than the budgeted allocations.

The extraordinary expense items includes \$520,000 to cover the accrued deficit from FY 1975, \$40,000 for the science lab at the Urban Center, \$26,000 for relocation of the CEC, and \$45,000 for additional equipment replacement.

FY 1977

Income

Income projections are based upon an enrollment of 7205 F. T. E.

The "minimum" column calculates the property tax levy at a 7% increase level and includes the regular 3/4 mill levy at \$1,331,000 plus an additional 3/8 mill at \$665,000.

The "maximum" column calculates the property tax at the 30.5% increase level and includes the 3/4 mill levy at \$1,650,000, the 3/8 mill special levy of \$825,000, and an IPERS levy of \$120,000.

The Unrestricted Fund Balance can vary between the "minimum" and "maximum" columns depending on the carryover from FY 1976.

Expenses

Salaries were calculated using the parameters established by the Board on March 22. Other object items were increased 10% over FY 1976 levels. The extraordinary expense item is to repay the loan approved by the state executive council.

FY 1978

Income

Income projections are based on a student enrollment of 7600 F. T. E.

Property Tax is calculated using a 6% inflation growth on prior year level.

General Aid is calculated using an 8% inflation growth on prior year level.

Unrestricted Fund Balance will vary depending on minimum or maximum revenues from prior year.

Expenses

All budget items are incremented for inflation at the 10% level from prior year.

Extraordinary expense includes cost previously associated with Function 4 activities being assumed into the regular operating budget.

FY 1979

Income

Income projections are based on a student enrollment of 7900 F. T. E.

Property Tax is calculated at a 6% inflation rate from prior year level.

General Aid is calculated at an 8% inflation rate from prior year level.

Unrestricted Fund Balance is dependent on prior year revenue. In this case, the minimum column carries over an operating deficit of \$1,011,603.

Expenses

All budget items are incremented for inflation at the 10% level from prior year.

Extraordinary Expense includes costs previously associated with Function 4 activities being assumed into the regular operating budget.

PERSONNEL RESUME'

Name:	Michael Dixon
Age:	32
Position:	Publications Coordinator
Division:	College Relations
Recommended salary:	\$14,800 annual
Most recent salary:	\$15,336 annual
Salary in relation to staff w/similar qualifications:	Comparable
Education:	B.A. in Journalism
Experience:	3 years work plus varied part-time
Reason for recommending this person:	Expertise in area; enthusiasm, motivation
Beginning date of employment:	March 22, 1976
Length of contract:	12 months
Reason for employment:	Replacement for Ransdell Thompson, who went to a higher paying position.



# Memorandum

## des moines area community college

2006 S. ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-6200

DATE April 2, 1976

Exhibit E

TO Paul Lowery

Location

FROM Rus Slicker

Location

RE: Mid-Iowa FY 1977 Budget

This memo is to recap the understandings reached with Don Andrew at our meeting of March 24.

There was general agreement that the Data Systems Department of our college has sole responsibility for administrative data processing including all systems design, programming and software development and maintenance. This is already true of all current systems except for the Financial Accounting, Payroll, and Inventory Systems. Don agreed to turn over to us the programming documentation for these latter systems and we will take over programming control effective July 1.

For FY 1977, Don has quoted us a contract service cost of \$73,000. The detailed pricing of services is as follows:

1. Two hours of CPU time per week at \$170 per hour	\$17,680
2. Disk storage of 122,000,000 bytes	21,960
3. Payroll processing	7,048
4. Financial accounting processing	15,600
5. Property accounting processing	10,560
Total	\$72,848

As you are aware this is a substantial increase from the \$30,000 we are currently paying this year and the approximate \$12,000 cost of the previous year. In our meeting we tried to determine why there was this substantial increase. Don's general observation was that the anticipated budget was more nearly accurate for the services we are receiving and that the previous amounts were significantly underpriced. To some extent, this may be true but a number of factors need to be considered and several questions should be raised.

Of the projected \$73,000 budget, approximately \$13,000 is calculated to cover the processing and disc storage requirements of the instructional data processing program to be used by the CRT network in Building 23. The remainder, or \$60,000 would be the service charge for administrative data processing.

Memo

April 2, 1976

Page 2

In our meeting, we tried to determine two factors: (1) The equity of DMACC costs relative to the charges being made to other users such as the AEA and the public schools, and (2) The Equity of the costs charged to DMACC relative to the actual services received.

### Equity of Other Users

This factor is a difficult one to determine because of the difference in services provided to various users.

To the public schools Mid-Iowa provides:

- A. All systems designs and software maintenance
- B. External consulting services
- C. All data entry (keypunching)
- D. All processing
- E. All storage
- F. All printing (including paper and forms)

To perform all the services for the Student Records System, the Financial Accounting System, the Payroll System, and the Property Accounting System, Mid-Iowa charges \$5.00 per full time student.

For the \$73,000 charged to DMACC, Mid-Iowa performs the following services:

- A. Processing and storage (all systems)
- B. Data Entry (Financial Accounting only)
- C. Printing (Financial Accounting only)

You will note that DMACC provides its own software and programming for all systems and performs all data entry and printing for Student Records, Scheduling, and Personnel systems. To be fair, DMACC will require greater processing and storage than a public school in order to support our programming efforts in both the instructional and administrative data processing functions. Based upon a projected FTE enrollment of 7,000 students, the cost to DMACC is \$10.43 per FTE.

### Equity to Services Performed

There is not much concern over the cost structure as it relates to the new systems we are bringing up in Student Records and Personnel. As you know, we have previously maintained these systems on the IBM 360 and are now in the process of re-designing and converting these over to the Burroughs 6700. Mid-Iowa has taken the standard posture of a computer service bureau and has estimated processing and storage costs to run these systems. Their policy seems reasonable and consistent in this regard.

Memo  
April 2, 1976  
Page 3

As we get to the Financial Accounting programs the situation is less clear. These systems are already handled for us by Mid-Iowa and they do provide both data entry and printing. Their quoted price to continue these services in the same manner for FY 1977 is \$33,208. This is more than the entire budget for the current year.

We suggested to Don that DMACC would like to handle the Financial Accounting system in a similar manner to the Student Records and Personnel systems. That is, we would do our own keypunching and printing. Mid-Iowa would perform the processing and storage. Mid-Iowa therefore could reduce the cost of keypunching personnel, rental on data entry equipment, and the cost of supplies, forms, and paper.

Don informed us that even if DMACC were to assume these additional obligations, there could be no reduction in price. He indicated that he has certain fixed costs to operate the center and that they would not be affected. Therefore, DMACC is responsible for a pro-ration of these costs whether we receive the services or not. I find this hardly equitable.

You will note the inconsistency in the pricing structure. For those systems which we operate on the 360 and are converting over, the price is determined on an actual use basis. A procedure generally acceptable for computer service centers. For the systems which Mid-Iowa previously performed, we are charged on some type of pro-rated formula which is not related to services received.

I do not have any solution to offer. The decision to contract with Mid-Iowa a year ago has precluded any options for procuring alternative services. Don indicated there could be no reduction in costs because the Mid-Iowa budget is merely a pro-ration of his anticipated center costs. Reducing DMACC would require redistributing these costs to other users which is probably an unacceptable solution.

I feel we have no alternative than to approve the Mid-Iowa budget and DMACC's share of \$73,000. I would hope, however, that serious questions be raised about the internal management mechanisms at Mid-Iowa and that staff utilization practices be seriously re-examined.

tl

cc: Jack Asby, Larry Wood

## DROP-IN DAY CARE CENTER FEES

	<u>Current Fees</u>		<u>Proposed Increased Fees</u>	
	Without Activity Ticket	With Activity Ticket	Without Activity Ticket	With Activity Ticket
Full-time fee	\$70/mo.	\$65/mo.	\$80/mo.	\$75/mo.
Weekly fee	\$18	\$17	\$21	\$20
Daily fee	\$3.80	\$3.50	\$4.40	\$4.00
Hourly care	.60	.50	.70	.60
Hourly care - evening	.50	.50	.50	.50

Des Moines Area Community College

Proposed College Objectives  
FY 1977

April 1, 1976

1. During FY 1976-77, the enrollment in all divisions and at all locations will be 7205 F.T.E. A specific F.T.E. breakdown by function is as follows:

	FY 1976 (Est)	FY 1977
Career Education (FT)	2914	3040
Career Suppl/Vets Ag	684	700
Adult Ed/HSE	772	785
Secondary Ed/CEC	150	150
Arts and Science	2040	2255
CIVEC	325	275
TOTAL	6885	7205

2. During FY 1977, the college will seek to achieve the anticipated enrollment increase in the following ways:
  - A. Encourage slot-ins and increased class enrollments in existing career, arts and science and continuing education programs.
  - B. Promote and encourage full-time student attendance at the Boone Campus.
  - C. Expand opportunities for part-time students in regular career and supplemental programs.
  
3. Given adequate funds, during FY 1977 the college will implement the following new programs or expansions:
  - A. Mechanical Technology
  - B. Nursing
  - C. Safety Specialist
  - D. Transportation and Trucking
  - E. Lumberyard Management
  
4. By October 1976, a minimum of three career programs for future implementations will be developed and on file with the Department of Public Instruction.
  
5. During FY 1977, the following instructional and academic activities will be completed:
  - A. Development of an institutional multi-cultural, non-sexist curriculum policy.
  - B. Revision of the institutional policy on assignment of credit for lecture/lab ratios.
  - C. Review all degree requirements.
  - D. Negotiate a minimum of two additional articulation agreements with four year institutions.
  - E. Study potential articulation agreements for selected career programs with area high schools and colleges.
  - F. Establish relationship between division personnel and the instruction sub-committee of the General Advisory Committee.

- G. Increase library usage by staff and students at all campuses.
  - H. Develop a minimum of 30 media projects for the improvement of instruction.
  - I. Develop a policy on the discontinuance of instructional programs.
  - J. Revise the challenge test and advanced placement system and policy.
  - K. Implement large group, small group approaches to instruction in at least three programs.
6. During FY 1977, Student Life will develop a student information and recruiting program directed specifically toward the non-traditional student.
  7. During FY 1977, policies defining student rights and responsibilities will be developed and due process procedures will be revised.
  8. During FY 1977, emphasis in the student activities area will be placed upon (a) Increased block scheduling of concerts, speakers, etc. for the Ankeny campus, Boone campus and Urban Center; (b) Increased coordination between the Student Activities Committee and the instructional staff in the selection of student activities programs; and (c) Increased relevancy of student activities programming for the non-traditional student.
  9. During FY 1977, there will be increased use of group-based techniques in Student Life, with the primary goal of helping students develop the ability to effectively cope with their own problems and manage their own lives.
  10. Student leadership in student governance, and active student involvement in institutional committees, will become more evident in FY 1977.
  11. During FY 1977, the college will continue to support professional staff development. Specific priorities include:
    - A. Completion of written staff development plans for each administrative staff member.
    - B. Completion of written staff development plans for a minimum of fifty faculty members.
    - C. Implementation of an institutional in-service program for all full and part-time instructional staff with emphasis on new staff orientation.
    - D. Develop a staff development plan for classified, secretarial, and auxiliary employees.
  12. During the FY 1977, the college will fully implement the Management By Objectives system with all administrative and supervisory personnel as defined in the MBO procedures manual.
  13. During the FY 1977, the college will finalize policies and procedures and will implement an objective based budgeting system.
  14. By June 1977, the Student Records, Personnel, Payroll, and Accounting sub-systems of the MIS will be re-designed, programmed, and operational utilizing the remote job entry station.

15. By June 1977, there will be established an institutional policy and guidelines for master facility use and utilization and the Director of Plant Services will administer those guidelines.
16. During the FY 1977, the budget will accurately reflect the revenue and expenditures position of the college. Expense related budget transfers will be executed monthly, and previously unassigned revenues will be transferred to a contingent reserve on a quarterly basis.
17. During FY 1977, a charge back system for all costs of remodeling, renovation, new installations, equipment installations and relocation will be charged back to the user by the Physical Plant function.
18. By October 1976, the separate salary administration programs now being developed for faculty, secretarial/clerical, administrative, professional, and auxiliary staff will be coordinated into a single comprehension district-wide salary program.
19. By September 1976, an internal mechanism for timely resolution of personal and institutional problems and conflicts will be implemented as an alternative to resolution by collective bargaining.
20. By December 1976, a system for employee performance appraisal will be designed and staff evaluations will be conducted no less than annually.
21. During FY 1977, the college will increase its capability to provide "outcome measures" of institutional efficiency and effectiveness. Specifically included is:
  - A. The development of a catalog of all reports to be generated by the management information system.
  - B. Completion of at least six internal research studies (topics to be determined by the Administrative Council).
22. During FY 1977, specific procedures and flow-charts will be developed for each major policy established and approved by the Board of Directors. Specific priority will be given to personnel related policies and procedures.
23. By January 1977, internal communication materials and procedures will be re-examined and revised to improve communication and understanding on the part of all staff and to actively promote a feeling of pride in the total program of the community college.
24. During FY 1977, a comprehensive public information program will be implemented, centered around our tenth anniversary and aimed at acquainting the public with the accomplishments and impact of DMACC and the Iowa community college system during the first 10 years of our existence.



25. During FY 1977, the college will actively support and encourage the development of a simplified state formula for the computation of F. T. E. 's.
26. During FY 1977, the college will actively encourage the development of an equitable state funding formula that accurately reflects current average operating costs and enrollments.

WORKSHOP ADDRESSING:

LEGAL  
RESPONSIBILITIES  
OF  
BOARD MEMBERS

DOES YOUR AUTHORITY

EQUAL YOUR RESPONSIBILITY?

SPEAKERS

JOHN WHITMER, JR.

PAUL M. COATES

IOWA STATE UNIVERSITY

LOCAL GOVERNMENT

SPECIALISTS

DO YOU KNOW

- WHAT LAWS AFFECT YOU  
AS A BOARD MEMBER?

- HOW TO STAY OUT OF  
COURT?

- THAT THE MINUTES ARE  
THE LEGAL DOCUMENT  
OF YOUR ORGANIZATION?

LOCATION

HAWLEY BUILDING AUDITORIUM

700 SIXTH AVENUE,

DES MOINES, IOWA

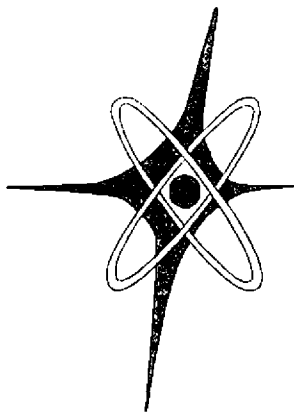
DATES

APRIL 26TH OR 27TH

7:30 P.M. - 10:00 P.M.

Presented at no charge by  
Polk County Extension Service  
and the Volunteer Bureau, a  
service of United Way

THESE ARE DUPLICATE SESSIONS.  
INDICATE YOUR CHOICE BY  
RETURNING THE ENCLOSED  
REGISTRATION CARD.



**MID-IOWA**

*Educational Computer Center*

2124 GRAND AVENUE . DES MOINES, IOWA 50312 . PHONE (515) 288-1901

March 5, 1976

Mr. Irv Steinberg, Secretary  
Des Moines Area Community College  
2006 Ankeny Boulevard  
Ankeny, Iowa 50021

Dear Irv:

In accordance with Article V, Section 2 of the Mid-Iowa Educational Computer Center By-Laws, the Board of Directors of the Computer Center will adopt a budget, and immediately after adoption of the budget and no later than the 20th day of March, shall submit the budget to the secretaries of the Des Moines Area Community College, the Des Moines Independent Community School District and the Area Education Agency 11 for presentation to their respective Board of Directors for approval.

Enclosed are copies of the Mid-Iowa Educational Computer budget for fiscal 76-77 which was adopted by the Board of Directors at their board meeting Wednesday, March 3, 1976. There are sufficient copies for yourself, each member of your board, and Superintendent Lowery. Under separate cover I am sending a copy of the budget to Larry Wood.

We will appreciate your placing this item on the agenda of your next meeting. In order that our records will be complete, please send us copies of the minutes of the meeting in which your board takes action on this budget.

Sincerely,

Donald E. Andrew  
Director

DEA/pm

Enclosures

RECEIVED

MAR 8 1976

SUPT'S OFFICE

*"Computer services for Central Iowa schools"*

Board of Directors

Dr. Richard Lampshire, Pres.  
Des Moines, Iowa  
Polk/Story Board of Education

Mr. James Billings  
Huxley, Iowa  
Area XI Local Supts.

Mr. Walter Hetzel  
Ames, Iowa  
DM Area Comm. College

Dr. Clifford H. Stokes  
Stuart, Iowa  
Area XI Local Supts.

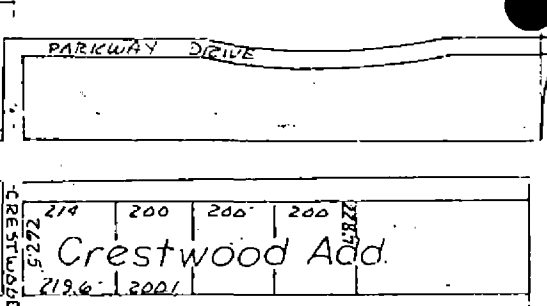
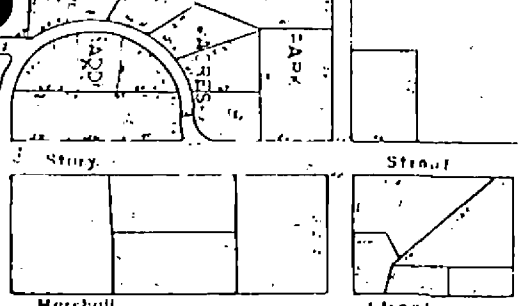
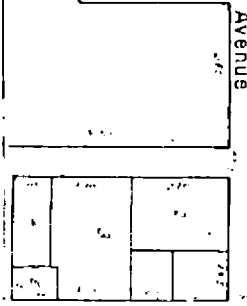
Dr. George G. Caudill  
Des Moines, Iowa  
DM Indep. Comm. Schools

S. FIRST

Avenue

ADD

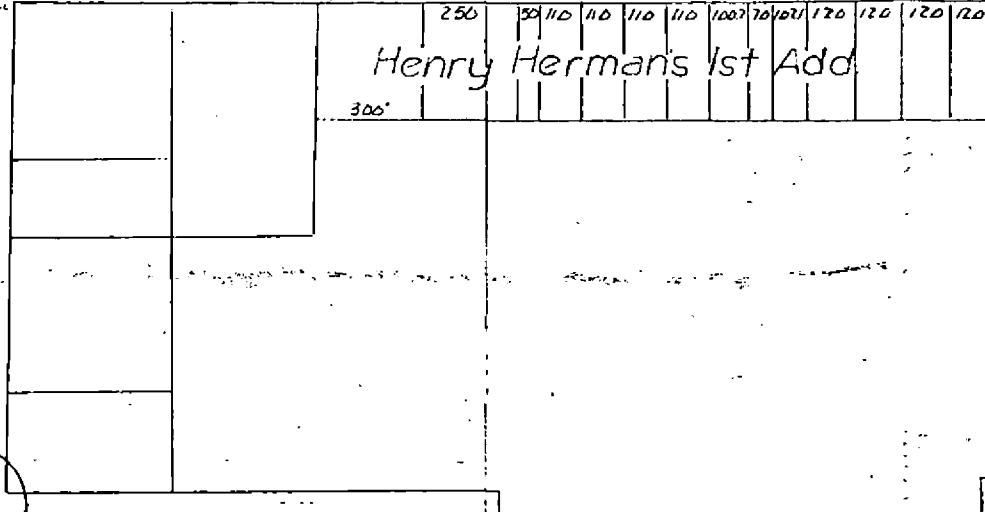
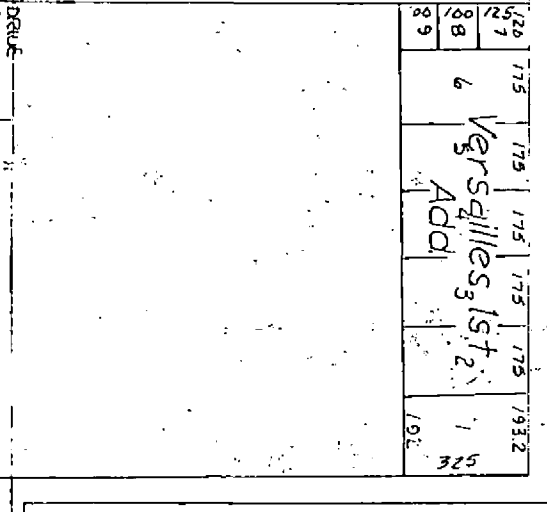
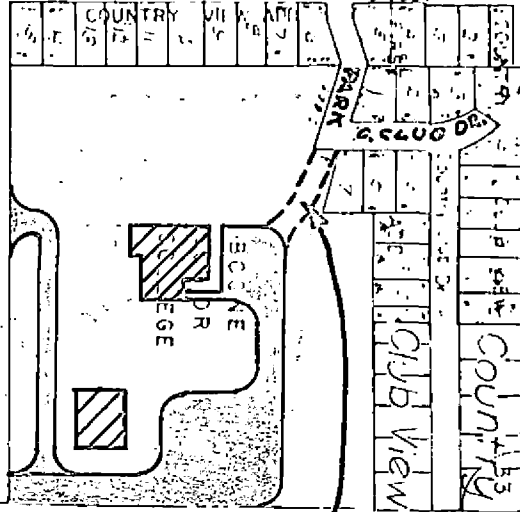
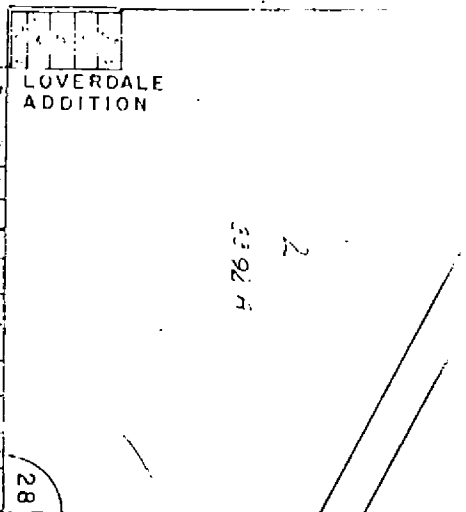
Avenue



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Henry Herman's 1st Add.  
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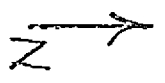
TIMBERLANE  
THIRD  
SUBD



Primary Recd No. U.S. 30

33 34  
4 3

PART PLAN  
BOONE, IOWA  
1/11/50



Sheet I

MID-IOWA EDUCATIONAL COMPUTER CENTER

PROPOSED BUDGET

July 1, 1976 - June 30, 1977

## INTRODUCTION

As planned, the number of schools provided services in fiscal 75-76 was increased greatly over fiscal 74-75. In fiscal 1975-76 we are providing services to six Area Education Agencies and to local school districts in five of those areas. In addition, services are also provided to two area colleges. In fiscal 76-77, we will serve additional school districts as well as make additional improvements to the services provided.

Some of the progress projected for fiscal 75-76 will not be completed during the current fiscal year. The reason for this is primarily fourfold:

1. In March of '75 we were informed that the remodeling necessary in the Tech High building to provide additional space and environmental controls required for the new computer could not be completed until about December of 1976 and would cost about \$250,000.
2. In April of '75, the board authorized the Director to enter into an agreement to lease the property at 2124 Grand Avenue. However, due to the unique nature of our organization, the attorneys who own the building had to have certain documents completed and a resolution by the board of AEA 11 before they would execute the lease. All of these things took time and the lease was not executed until the latter part of June, 1975. As soon as this was done, the contractors began work on the remodeling of the building at 2124 Grand. The building was to the point that we could move in August 1 and we did occupy the building at that time. However, the electrical contractor was not finished with his work so the new computer could not be installed. The electrical contractor completed his work on August 18 but due to some minor deficiencies which the contractor immediately corrected, Iowa Power and Light Company did not connect the new

electrical service until September 12. That is when we finally connected the new computer.

3. After the new computer was installed on September 13, there were many problems. It was not turned over to us for full operation until November 12. Even after that, there was still a problem which was not completely corrected until the weekend of January 24, 1976.
4. In June, the AEA Administrators elected to use the Mid-Iowa accounting system to do their financial accounting. The State Department of Public Instruction approved their action but said the system must accomodate an eleven digit account number. Our system had to be changed. This required about eight man months of work for which we had not previously planned.

Although these things slowed progress about 6 months, expenditures were reduced because of them. Instead of the cash balance of \$75,136.00 we anticipated as of June 30, 1976, we will have a cash balance of about \$150,000 plus an investment in a certificate of deposit of about \$38,000.

Page one shows our anticipated revenue, anticipated operating loss and expected cash flow. Anticipated revenue is 8.2% above 75-76, whereas anticipated expenditures are only 3.5% above 75-76. However, we still project an operating loss for 76-77 primarily because we do not expect the computer to be used to its full capacity. Since the problems of installation are now behind us and we can concentrate our efforts on improving and expanding services, we anticipate providing services to the extent that the computer will be used to its full capacity in fiscal 77-78, thus providing the revenue necessary for a balanced budget.

The anticipated revenue by percentage of total revenue and the services to be provided for the projected revenue is as follows:

<u>Source</u>	<u>Percent of Total</u>	<u>Services to be Provided</u>								
AEA 11	63.17	<p>To the AEA: Financial Accounting, Payroll, Property Accounting, Cooperative Purchasing, Media Reservation Services, Test scoring and test analysis, print mailing labels, and provide some computer time for research.</p> <p>To the Public Schools in the Area: Any of the following services the schools wish to use.</p> <table border="0"> <tr> <td>Payroll</td> <td>Mark &amp; Attendance Reporting</td> </tr> <tr> <td>Financial Acctg</td> <td>School District Census</td> </tr> <tr> <td>Property Acctg</td> <td>Test Scoring</td> </tr> <tr> <td>Scheduling</td> <td>Batch compiles of student written programs</td> </tr> </table>	Payroll	Mark & Attendance Reporting	Financial Acctg	School District Census	Property Acctg	Test Scoring	Scheduling	Batch compiles of student written programs
Payroll	Mark & Attendance Reporting									
Financial Acctg	School District Census									
Property Acctg	Test Scoring									
Scheduling	Batch compiles of student written programs									
Des Moines Area Comm. College	7.69	Process Financial Accounting, Payroll, and Property Accounting data for the business office. Provide "on line" access to the computer for both the Instructional Data Processing and the Institutional Data Processing Departments and provide up to 125 megabytes of "on line" disk storage for their use.								
AEA 6	7.42	The money paid by AEA 6 will be used to pay for services used by schools in the area and services provided the AEA. Cost of services are computed in accordance with the pricing structure approved by the MIECC board at their regular meeting on 12/17/75 and if costs exceed the amount paid by the AEA, local districts will be billed for the excess.								
AEA 4 Plus amounts from local Districts in the Area	6.15	This is the same as AEA 6 except the amount paid by the AEA is not the same per student for all schools and many schools in the area pay the difference between the amount paid by the AEA and the amount necessary to use full services.								
AEA 3 Plus amounts from local Districts in the Area	6.00	This is the same as AEA 6.								
Des Moines Public Schools	5.37	The administrative services to be provided over and above those paid for by the AEA are the processing of supply, textbook and lunchroom transactions, processing annual bids, producing supply and textbook catalogues and printing special mailing labels.								

It is anticipated that the Center will furnish a Remote Job Entry Station to the Data Processing Core Area of Des Moines Tech High School so students will have "on line" access to the computer. In addition, the Center will pay the



cost of a telephone line and modems. The Center will also provide "one line" storage space for student written programs and will provide operator training for students in the center's computer room.

AEA 14	1.05	The amount paid by AEA 14 will be used to provide service to the AEA and schools in the area. Cost of services will be based on the Center's current pricing structure.
AEA 5	.53	The revenue shown for AEA 5 is only for service directly to the AEA office. The AEA is providing no support for data processing services to schools.
Miscellaneous	2.62	This revenue is for contracts with individual schools and other income such as sale of supplies and salvage, interest, etc.

A comparison to previous, current and proposed expenditures is shown on page 2. The percentage of total expenditure by major categories is as follows:

<u>Category</u>	<u>Percentage of Total</u>
Salaries	36.50
Fringe Benefits	4.45
Data Processing Equipment & leased telephone lines	39.78
Data Processing Supplies and delivery of materials	4.82
Building expense including insurance	9.64
Telephone expense other than leased lines	.71
Travel and Education	1.45
Depreciation	1.35
Other expenses	1.30

A detailed explanation of the expenditures proposed for 76-77 is given on pages three through nine.

This proposed budget has been reduced as far as possible in order to minimize the operating loss. Part of the reduction, the cost of data processing supplies, is only a one time occurrence because of being currently overstocked. That item will increase by at least \$40,000 in fiscal 77-78. In addition, the computer rental from Burroughs will automatically increase by \$32,400 in accordance with our lease agreement. Because of these known increases and what has come to be normal inflationary increases, we believe we can expect expenditures for fiscal 77-78 to be about \$1,150,000. This then means we will need to increase revenue by \$200,000 in fiscal 77-78 over fiscal 76-77 in order to have a balanced budget. Because of this, it is our plan to concentrate our efforts over the next

seven months, March, 1976 through September, 1976 in improving our services to current users and streamlining our internal processing procedures. From October, 1976 through February, 1977 we will concentrate our efforts on expanding our number of users and providing more services to current users in order to obtain the necessary additional revenue.

SUMMARY OF PROPOSED BUDGET FOR  
MID-IOWA EDUCATIONAL COMPUTER CENTER

July 1, 1976 - June 30, 1977

Proposed 76-77 Expenditures - Cash	\$1,022,643.00
- Non Cash (Equip. Depreciation)	14,000.00
	<u>\$1,036,643.00</u>

Anticipated Revenue

Area Education Agency 11 (\$5.00 per student, K-12)	\$ 600,000.00
Area Education Agency 6 (\$3.00 per student, K-12)	70,500.00
Area Education Agency 4	51,000.00
Area Education Agency 3 (\$2.50 per student, K-12)	45,000.00
Area Education Agency 5	5,000.00
Area Education Agency 14	10,000.00
Des Moines Area Community College	<u>73,000.00</u>
Des Moines Indp. Comm. School Dist. - Vocational	26,000.00
Des Moines Indp. Comm. School Dist. - Special Administration	25,000.00
Additional Income from local districts in Area 3	12,000.00
Additional Income from local districts in Area 4	7,400.00
Dowling High School - Des Moines	8,000.00
Pella Christian - Pella	100.00
South Hamilton Community	2,400.00
Prairie Community	2,400.00
Corwith-Wesley	350.00
Valley of Elgin	470.00
Miscellaneous	500.00
Non-Contract Test Scoring	200.00
Sale of Supplies	2,000.00
Sale of Salvage Cards	500.00
Interest Income	8,000.00
	<u>8,000.00</u>
TOTAL ANTICIPATED REVENUE	\$ 949,820.00
ANTICIPATED OPERATING LOSS	86,823.00
	<u>\$1,036,643.00</u>

EXPECTED CASH FLOW

Cash Balance Estimate 6/30/75	\$ 150,000.00
Anticipated Revenue Fiscal 75-76	<u>949,820.00</u>
TOTAL CASH AVAILABLE	\$1,099,820.00
Proposed Cash Expenditure Fiscal 75-76	<u>1,022,643.00</u>
Anticipated Cash Balance 6/30/76	<u><u>\$ 77,177.00</u></u>

COMPARISON OF PREVIOUS, CURRENT AND PROPOSED EXPENDITURES

ACCOUNT #	ACCOUNT NAME	EXPENDED 1972-73	EXPENDED 1973-74	EXPENDED 1974-75	ANTICIPATED EXPENDITURES 1975-76	PROPOSED EXPENDITURES 1976-77
112010	Equipment (Capital Inv.)	\$ 8,126.06	\$ -0-	\$ 6,432.20	\$ 5,000.00	\$ -0-
141010	Salaries - Professional	131,813.42	126,769.86	130,376.00	190,000.00	219,100.00
141020	Salaries - Clerical	91,329.95	86,453.17	93,519.25	117,000.00	145,300.00
141030	O.T. & Extra - Clerical	6,118.89	6,169.22	3,325.25	15,000.00	7,000.00
141040	Part Time Help	3,972.03	5,550.83	8,143.83	10,000.00	7,000.00
141501	FICA	12,793.73	10,970.75	12,219.43	17,500.00	19,565.00
141502	IPERS	5,961.70	6,371.47	6,534.54	11,500.00	15,445.00
141503	Hospital & Medical Ins.	-0-	4,766.10	4,336.10	5,500.00	7,000.00
141504	Group Life Premium	745.75	772.22	741.84	1,050.00	1,225.00
141505	Income Protection Premium	1,729.72	1,515.58	1,589.22	2,200.00	2,300.00
141506	Workmen's Comp. Premium	257.23	180.06	288.33	506.00	600.00
142001	Fire Insurance Premium	294.00	294.00	463.00	542.00	1,459.00
142002	Comprehensive Gen.-Auto	-0-	61.76	61.76	483.00	* -0-
142003	Blanket Employee Bond	-0-	212.90	212.90	200.00	-0-
142100	Employee Recruitments	-0-	-0-	-0-	600.00	500.00
142500	Promotion & Publicity	-0-	150.59	338.15	1,000.00	1,000.00
142501	Dissemination & Printing	773.17	581.54	1,013.80	1,800.00	1,800.00
142502	Postage	1,500.00	2,000.00	2,502.55	7,250.00	8,000.00
142503	Data Processing Supplies	23,196.24	23,762.00	33,515.33	62,000.00	36,000.00
142504	Office Supplies	1,965.69	1,478.61	1,732.94	2,000.00	2,000.00
142505	Books & Prof. Magazines	128.32	421.48	120.31	350.00	300.00
143001	Board Expense - Travel	35.09	520.74	313.14	300.00	600.00
143002	Board Expense - Legal	1,055.00	147.00	13,106.10	1,500.00	1,500.00
143003	Board Expense - Audit	-0-	285.00	300.00	395.00	400.00
143501	Membership, Profession Org.	-0-	465.00	230.00	350.00	350.00
143502	Travel & Education - Staff	3,508.04	3,811.65	8,202.38	13,000.00	15,000.00
143503	Employee Parking	-0-	-0-	330.00	30.00	-0-
143510	Education - DMACC	538.50	116.00	-0-	-0-	-0-
144002	Office Equipment	501.15	344.51	763.80	600.00	400.00
144003	Transportation & Freight	458.75	1,259.71	878.42	7,500.00	2,000.00
144004	Magnetic Disks	1,311.84	1,482.64	1,524.00	4,000.00	4,000.00
144511	N.W. Bell - Local Charges	2,103.52	1,942.57	2,322.35	3,325.00	3,480.00
144512	N.W. Bell - WATS Charges	1,740.23	1,742.77	2,134.29	4,000.00	3,500.00
144513	N.W. Bell - Leased Lines	-0-	-0-	-0-	6,500.00	14,670.00
144514	N.W. Bell - Long Distance	-0-	-0-	-0-	-0-	360.00
144521	IBM Equipment - Rental	46,347.87	46,489.78	42,753.30	29,400.00	10,104.00
144522	IBM Maintenance (Tab & Comp.)	14,064.36	13,539.19	15,260.25	19,000.00	-0-
144525	Computer Rental - Burroughs	-0-	-0-	-0-	165,000.00	305,950.00
144526	Terminal & Modem Rental	-0-	-0-	-0-	30,000.00	57,600.00
144528	Data Entry Rental - Univac	-0-	-0-	-0-	20,300.00	21,432.00
144530	Sorbus Equipment Maintenance	2,437.50	2,250.00	2,444.95	2,505.00	2,600.00
144540	Postage Meter Rental	105.97	114.50	120.00	120.00	125.00
144560	Delivery Service	504.20	504.70	346.50	-0-	-0-
144570	Contracted Help	2,796.21	2,031.58	208.32	1,250.00	2,500.00
146000	Contingency	3,640.09	52.50	11,937.71	500.00	2,000.00
146001	Depreciation	69,494.00	62,321.71	59,270.95	59,000.00	14,000.00
147000	Building Rental	-0-	-0-	-0-	32,278.00	32,278.00
147001	Property Tax	-0-	-0-	-0-	9,000.00	15,000.00
147002	Utilities	-0-	-0-	-0-	21,230.00	26,000.00
147003	Maintenance	-0-	-0-	-0-	5,000.00	6,000.00
147003	Payment on Leashold Improvements	-0-	-0-	-0-	18,360.00	19,200.00
147005	Remodeling Costs in Excess of Contract	-0-	-0-	-0-	3,500.00	-0-
147006	Moving Expense	-0-	-0-	-0-	4,371.00	-0-
		<u>\$441,348.22</u>	<u>\$417,903.69</u>	<u>\$469,913.19</u>	<u>\$913,795.00</u>	<u>\$1,036,643.00</u>

\* Multi Cover Policy

EQUIPMENT (CAPITAL INVESTMENT):

-0-

We have \$5,000 in our current budget but plan no capital expenditure for fiscal 76-77.

PROFESSIONAL SALARIES:

\$219,100

We currently have thirteen professional positions. They are Director, Technical Manager, Operations Manager, Field Services Manager, six (6) programmer/analysts, educational consultant, and two (2) field services representatives. We plan no additional positions for fiscal 76-77 but will maintain the current 13. The \$219,100 budget request is \$24,100 or 12.3% over our current budget and will provide for salary increases.

CLERICAL SALARIES:

\$145,300

We currently have nineteen clerical positions. They are data entry supervisor, eight (8) data entry operators, two (2) payroll clerks, audit clerk, tabulating machine operator, four (4) computer operators, and two (2) secretaries. We plan no additional positions for fiscal 76-77 but will maintain the current 19. The 145,300 budget request is \$12,900 or 9.7% over our current budget and will provide for salary increases.

OVERTIME AND EXTRA - CLERICAL:

\$ 7,000

The \$7,000 requested is \$2,000 more than we have budgeted for the current year but it has been necessary to overexpend the account this year. We believe the amount requested will be sufficient for fiscal 76-77.

PART TIME HELP:

\$ 7,000

This is the same amount we currently have budgeted and is believed to be adequate for fiscal 76-77.

FICA:

\$ 19,565

The amount requested is what will be necessary to pay the employers share of FICA tax. It is \$3,065 more than was budgeted in fiscal 75-76.

IPERS:

\$ 15,445

The amount requested is what will be necessary to pay the employers share of IPERS. It is \$3,257 more than was budgeted in fiscal 75-76.

HOSPITAL AND MEDICAL INSURANCE:

\$ 7,000

This is the same amount as was budgeted in 75-76 but will be sufficient to cover the Hospital and Medical Insurance increase of approximately 20% because the amount we will expend in 75-76 will be \$1,500 less than was budgeted.

GROUP LIFE INSURANCE:

\$ 1,225

This is \$275 less than was budgeted in 75-76 but we believe it will be sufficient to cover this expense unless there is an unexpected increase in rates.

INCOME PROTECTION INSURANCE: \$ 2,300

This is \$300 less than was budgeted for this item in 75-76 but should cover the expense since we expect a decrease in rates.

WORKMEN'S COMPENSATION INSURANCE: \$ 600

This is \$46 more than was budgeted in 75-76. We believe it will be sufficient to cover the premiums for this coverage.

MULTI COVER INSURANCE POLICY: \$ 1,459

This was previously three separate items: Fire insurance, Comprehensive General-Auto, and Blanket Employee Bond. It is now under one policy and we have a three year rate so the premium of \$1,459 is predetermined for fiscal 76-77. This is \$46 less than was budgeted for the three separate items in fiscal 75-76.

EMPLOYEE RECRUITMENT: \$ 500

We budgeted \$1,000 for this item in 75-76 due to the planned increase in personnel for this year. We will be adding no new people in 76-77 so will need money only to recruit replacement personnel. We believe the \$500 requested to be adequate for this purpose.

PROMOTION AND PUBLICITY: \$ 1,000

The \$1,000 requested is \$4,000 less than was budgeted for in 75-76. We had anticipated the formation of a "Users Group" in 75-76 but found little interest in this among our users. Because no such group has been formed, our only publicity will be the newsletter, so the amount requested will be adequate.

DISSEMINATION AND PRINTING: \$ 1,800

This is the same amount as budgeted for the current year but should be enough for fiscal 76-77.

POSTAGE: (See Note 1) \$ 8,000

The amount requested is \$3,000 more than was budgeted for the current year. Because of rate increases and a greater increase in mailings than expected, we will overexpend the current year's budget by about \$2,000. The amount requested should cover our 76-77 mailing costs based on the current rates.

DATA PROCESSING SUPPLIES: (See Note 2) \$36,000

This is \$23,000 less than our current budget. In 1975-76 we greatly increased the number of schools served. At the time we purchased data processing supplies for the year, we were uncertain as to which services each school would use so we purchased supplies to provide for maximum usage. Due to that, we are currently overstocked on some items so will not need to purchase as much this year. Attached is a listing of the items we expect to purchase and their estimated costs.

OFFICE SUPPLIES: \$ 2,000

This is the same amount as was budgeted for the current year.

BOOKS AND PROFESSIONAL MAGAZINES: \$ 300

This is the same amount as was budgeted for the current year.

BOARD EXPENSE - TRAVEL: \$ 600

This is \$300 less than was budgeted in 75-76.

BOARD EXPENSE - LEGAL: \$ 1,500

This is \$1,500 less than was budgeted in 75-76.

BOARD EXPENSE - AUDIT: \$ 400

This is the same amount as was budgeted for the current year.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS: \$ 350

This is \$150 less than was budgeted in 75-76.

TRAVEL AND EDUCATION: \$15,000

This is the same amount as was budgeted for the current year. It will cover the expense of four people calling on our users, travel to meetings and the cost of training staff members on new systems as necessary.

OFFICE EQUIPMENT: \$ 400

This is \$200 less than was budgeted last year. It will cover the expense of service contracts on our typewriters and copy machine, service to equipment not covered by service contracts, and the cost of office equipment which costs less than \$25 and will not be capitalized.

TRANSPORTATION AND FREIGHT: (See Note 1) \$ 2,000

This is \$3,000 less than was budgeted for the current year but should cover the cost of shipping in new equipment and shipping out equipment being replaced in addition to the cost of sending material to schools served via bus.

MAGNETIC DISKS AND TAPES: \$ 4,000

This is \$1,000 less than was budgeted in 75-76 but will be enough to pay the cost of four (4) disk packs and an additional 240,000 feet of magnetic tape in a combination of 600 ft., 1200 ft., and 2400 ft. reels.

NORTHWESTERN BELL TELEPHONE - LOCAL CHARGES: \$ 3,480

This is \$480 more than was budgeted in 75-76 and is enough to pay our regular business phone charges based on current rates.

NORTHWESTERN BELL TELEPHONE - LONG DISTANCE: \$ 360

This has not been budgeted separately in the past but has, instead, been included in the budget item for WATS and Long Distance Charges. It is felt we can better control this expense if it is budgeted separately. The purpose of this item is to cover the expense of necessary long distance calls out of state since long distance calls within the state will be made on the WATS line.

NORTHWESTERN BELL TELEPHONE - WATS: \$ 3,500

This is \$100 more than was budgeted in 75-76. This is enough to cover the regular monthly cost of our 10 hour per month metered Iowa WATS line plus 9 hours per month additional usage for a total usage of 19 hours per month. We believe this amount will be adequate.

NORTHWESTERN BELL TELEPHONE - LEASED LINES: \$14,670

This is \$1,670 more than was budgeted in 75-76. It will cover the cost of leased lines to AEA 13, AEA 3, AEA 4, Iowa Lakes Community College and Des Moines Technical High School.

IBM EQUIPMENT RENTAL: (See Note 2) \$10,104

This is \$19,296 less than our current budget but is enough to pay the rental on the 1230 optical mark reader and attached key punch and a reproducer and interpreter. We will no longer have the cost of maintaining the IBM 360-30 computer or leasing tape drives for it since it will be released by June 30, 1976.

COMPUTER RENTAL - BURROUGHS: \$305,950

This is \$90,950 more than was budgeted in the current year. It is sufficient to cover the lease cost of currently installed equipment plus the following additional equipment.

One 1100 line per minute printer	\$14,000
Four additional disk drives (two dual drive increments)	40,700
One additional memory module (393,216 Bytes)	26,100



The additional printer is necessary to handle the increased printing volume. Additional disk drives are needed in order to store the expanded data files. Des Moines Area Community College will use two drives to store their records. Updating of the student accounting system to allow "on line" access to files will require building a data base that will require about two drives.

TERMINAL AND MODEM RENTAL: \$57,600

This is the same as our current budget for these items. The amount budgeted will cover the cost of currently installed equipment plus the cost of a remote job entry terminal and the necessary modems to be installed in the Des Moines Technical High School for the Data Processing Core Area of Vocational Education.

DATA ENTRY: \$21,432

The amount requested will cover the cost of the eight station Univac CADE data entry system plus two IBM 029 key punches all of which are currently installed.

SORBUS - EQUIPMENT MAINTENANCE: (See Note 2) \$ 2,600

This is \$300 more than was budgeted in 75-76 and should be sufficient to pay the cost of a maintenance agreement on our owned 084 card sorter, 088 collator and 514 reproducer.

POSTAGE METER RENTAL: \$ 125

This is the same as our current year budget.

DELIVERY SERVICE: (See Note 1) -0-

\$1,000 was budgeted for this service in 75-76 but, to date, nothing has been expended. Because of this we are budgeting nothing for 76-77.

CONTRACTED HELP: \$ 2,500

This is the same amount as budgeted for 75-76. The purpose of this account is to cover the cost of contracting help when necessary because of illness or emergencies.

CONTINGENCY: \$ 2,000

This is the same amount as was budgeted in fiscal 75-76 and is less than two tenths of one percent of our total budget. It is to cover the cost of unforeseen necessary expenditures.

DEPRECIATION - FURNITURE AND EQUIPMENT: \$14,000

This is a non-cash item and is in the budget at the suggestion of our auditors. The amount budgeted is \$45,000 less than was budgeted in 75-76 because we will not be carrying the IBM 360/30 on our books after June 30, 1976.

BUILDING RENTAL: (See Note 3) \$32,278

This is the amount necessary in accordance with the terms of our lease for 2124 Grand.

PROPERTY TAX: (See Note 3) \$15,000

In accordance with the terms of our lease, we must pay the property tax which we estimate will be \$15,000 for fiscal 76-77.

UTILITIES: \$26,000

Based on our current utility bills, this will be enough to pay the utility expense in 76-77. Electricity bills are expected to average about \$2,000 per month, gas bills will average about \$150 per month and water will be about \$50 per quarter.

BUILDING MAINTENANCE: \$ 6,000

This is \$1,000 more than we currently have budgeted and will be sufficient to cover any increase in maintenance costs for 76-77.

PAYMENT ON LEASHOLD IMPROVEMENTS: (See Note 3) \$19,200

In accordance with the terms of our lease, this is the amount we must pay each year until the cost of the improvements which were necessary for our occupancy of the building is repaid.

NOTE 1: Due to the large number of schools for which we process payrolls and the large increases in postage rates, our postage costs have increased tremendously. In addition, our costs of shipping materials by bus have also increased. We are currently checking into other means of delivering payroll checks and reports. If another means is found which will provide one day delivery service at no more cost than we are paying for postal and bus delivery service, we will reduce the budget for "Postage" and for "Transportation and Freight" and will increase the budget for "Delivery Service" accordingly.

NOTE 2: Our new computer has excellent processing capabilities and is very high speed. However, our mark and attendance reporting system still uses mark sensed tabulating cards which require us to use a very slow piece of equipment. We are currently working on revising that system so we can use a sheet scanner instead of the mark sense cards. The system revision should be completed by September of 1976. If it is, we will replace the remaining IBM leased equipment (1230 optical mark reader and attached key punch, reproducer and interpreter) and the owned 084 card sorter, 088 collator and 514 reproducer for which we are paying the Sorbus company to service with a sheet scanner. This would then eliminate the "IBM Equipment Rental" and "Sorbus - Equipment Maintenance" items from our budget and they would be replaced by an item for lease of a sheet scanner.

In addition, there would be some reduction in the "Data Processing Supplies" expenditures because of buying scanning sheets instead of tabulating cards.

NOTE 3: Our lease gives any one of our three organizing bodies the option to purchase the property we occupy at 2124 Grand Avenue. Since the property is currently owned privately, we must pay property tax. If one of our organizing bodies purchases the property, the property tax expense will be eliminated and possibly some adjustments could be made to our rental expense and payment on leasehold improvement. At this time, the law prohibits the Area Education Agency from purchasing property and limits the Area Community College as to the total amount of land they can own. Because of those legal limitations and also because of the proximity to other real estate owned by the Des Moines Public Schools, they would seem to be the logical entity to purchase the property.

DATA PROCESSING SUPPLIES - ORDER NEEDS FOR 76-77

	<u>Need</u>	<u>Cost per M 75-76</u>	<u>Est. Cost per M 76-77</u>	<u>Est. Total Cost 76-77</u>
14-7/8 x 11 stock paper				
1 ply-recycle	300,000	3.81	4.76	1,428.00
3 ply	70,000	19.48	24.35	1,704.50
4 ply	60,000	25.67	32.09	1,925.40
8½ x 11 stock paper				
1 ply	25,000	3.06	3.83	95.75
2 ply	80,000	9.41	11.76	940.80
Payroll Update	50,000	19.25	24.06	1,203.00
Payroll Certification	4,000	25.50	31.90	127.60
Class Lists	110,000	16.20	20.25	2,227.50
8x5 Ledger Stock-1 ply	91,000	5.83	7.29	663.39
15/16 x 3½ 1 up labels	700,000	1.39	1.74	1,218.00
Cumulative sticker labels	100,000	7.19	8.99	899.00
Grade Reports	50,000	14.65	18.31	915.50
Stripe top 5081 cards	40,000	1.82	2.28	91.20
Grade Cards	1,800,000	1.80	2.25	4,050.00
Attendance Cards	70,000	1.82	2.28	159.60
Student Request Cards	30,000	1.82	2.28	68.40
Manila 5081 Cards	1,900,000	1.80	2.25	4,275.00
W-2 Forms	30,000	19.58	24.48	734.40
Envelopes for W-2 Forms	30,000	13.15	16.44	493.20
40 Question 1230 OCR Sheets 507	80,000	9.13	11.41	912.80
100 Question 1230 OCR Sheets 505	150,000	9.13	11.41	1,711.00
McWright encoding		\$200 per month		2,400.00
Printer Ribbons		104 @ 22.00 ea		2,288.00
Envelopes for checks		100,000 @ \$10/M		1,000.00
Interpreter ribbons		60 @ 1.50 ea		90.00
Binders		700 @ 1.65 ea		<u>1,155.00</u>
		Subtotal		32,777.04
Miscellaneous (9.8%)				<u>3,222.96</u>
		TOTAL BUDGET		36,000.00