

Des Moines Area Community College

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Board of Directors Meeting Minutes

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1-12-1976

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

DMACC

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

REGULAR MEETING

January 12, 1976

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

ROLL CALL

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

Members absent: Max Kreager

Others present: Paul Lowery, Superintendent  
Jack Asby, Vice President, Business Management  
Irv Steinberg, Controller/Board Secretary  
Joe Borgen, Vice President, Instruction  
Zack Hamlett, Dean  
Chuck Baugous  
Don Kerr  
Don Rhead, Personnel Director  
David Brinkman  
Melinda Voss, R & T Reporter

APPROVAL OF  
MINUTES

It was moved by M. Campbell, seconded by E. Leonard, that the minutes of the regular meeting held December 8, 1975 be approved as presented. Motion passed.

RECESS OF  
MEETING

It was moved by D. Rowen, seconded by H. Bloomquist, that the meeting recess for a dinner break. Motion passed and the meeting recessed at 6:30 p.m.

RECONVENE OF  
MEETING

The regular board meeting reconvened at 7:45 p.m. at the same location as it had recessed. All those present prior to the recess were again present, with the exception of board member Walter Hetzel (who was excused in order to attend a board meeting of MIECC), Don Kerr, Chuck Baugous, Zack Hamlett, David Brinkman, and Melinda Voss. Also present was board member and President, Max Kreager, who called the meeting back to order.

NEW PERSONNEL  
TRANSFER

It was moved by C. Galvin, seconded by D. Rowen, that employment be offered to the following for position and salary indicated:

NEW PERSONNEL  
& TRANSFER

It was moved by C. Galvin, seconded by D. Rowen, that employment be offered to the following for position and salary indicated:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Eff. Date</u>
Janet Tidwell	Instr., Learning Ctr.	\$ 8,039	1-5-76
Maurice Mitchell, Jr.	Instructional Dev. Dir.	18,000	1-13-76
Cynthia Tomes	Clerical Instr. Urban Center	5,898(P-T)	12-1-75
Jim Gramowski	Vets Ag. Instr., Manning	13,770	1-5-76
Bob Mitchell*	Dir. of Staff Develop.	18,500	1-2-76

\*Transfer assignment.  
Motion passed.

RESIGNATIONS

It was moved by E. Leonard, seconded by M. Goodman, that the resignation of Richard Needham, Accounting Instructor, be accepted, effective January 30, 1976. Motion passed.

LEAVE OF  
ABSENCE

It was moved by M. Goodman, seconded by D. Rowen, that a leave of absence be approved, as requested, for the following personnel:

Rich Byerly, effective January 13, 1976, for duration of legislature.  
True Sherman, Legal Secretary Instructor, January 14-28, 1976.  
Vivian Brandmeyer, Secretarial/Clerical Instructor, Boone Campus  
July 6-30, 1976. Motion passed.

AACJC  
MEMBERSHIP  
DUES APPROVAL

It was moved by M. Goodman, seconded by M. Campbell, that institutional membership dues in AACJC, for period January 1 through December 31, 1976, in the amount of \$910.00, be approved for payment. Motion passed.

RENEWAL OF  
LEASE FOR  
BRANCH OFFICE

A motion was made by E. Leonard, seconded by D. Rowen, that approval be given to the renewal of a lease with Mary Coppola for space in the building located at 401 E. 6th Street, Des Moines, Iowa, for the period of January 1 - December 31, 1976, at a monthly rental fee of \$300.00, and the Board President and Secretary be authorized to sign said lease. The space to be used for an Adult Education branch office. Motion passed.

SALARY ADJUSTMENT  
SHARRON COLLIER

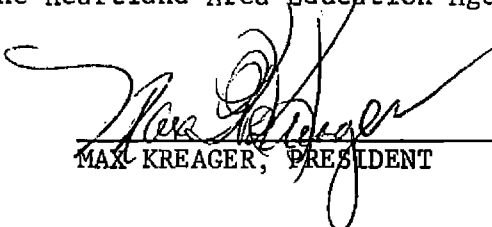
It was moved by H. Bloomquist, seconded by M. Campbell, that the annual salary of Sharron Collier, Basic Education instructor at CIVEC, be adjusted from \$12,110.00 to \$12,940.00 retroactive to July 1, 1975. Motion passed.


CLAIMS &  
ACCOUNTS

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

ADJOURNMENT

It was moved by C. Galvin, seconded by H. Welin, that the meeting be adjourned. Motion passed and the meeting was adjourned at 9:15 p.m. The regular board meeting for February was set for 4:00 p.m., February 9, 1976, Room 3115, Building #31, Ankeny Campus, and the March meeting set for 5:30 p.m., March 8, 1976 at the Heartland Area Education Agency in Ankeny.

  
MAX KREAGER, PRESIDENT

  
IRV STEINBERG, Secretary

DES MOINES AREA COMMUNITY COLLEGE

Agenda - Regular Meeting

Monday, January 12, 1976

Building #31 - Room 3115

5:30 P.M.

1. CALL TO ORDER

2. APPROVAL OF MINUTES - December 8 regular meeting

*M. Campbell  
and E. Leonard*

3. REPORTS

- a. ICASB and Area Supts. - Kreager and Lowery ✓ *4PM - Feb. 9<sup>th</sup>, Telenetwork*
- b. Mid-Iowa Computer Center - Hetzel ✓
- c. Legislative breakfast - January 9 ✓
- d. Visit with Art Neu - Campbell ✓
- e. Urban Center planning ✓
- f. Student housing *Report by Jack*
- g. Urban Center capital appropriation meeting - December 15, 1975
- h. Meeting with Governor Ray on January 16, 1976 re: Urban Center ←
- i. Financial (Exhibits A & B)
- j. General Advisory Committee meeting held December 11, 1975 (Exhibit C)

4. COMMUNICATION

- a. Letter to Wm. Baley and response from Lt. Governor Neu (Exhibit D)

5. UNFINISHED BUSINESS

6. NEW BUSINESS

- a. New Personnel: (Exhibit E)
  - (1) Janet Tidwell, Learning Center Instructor, Adult Basic Education
  - (2) Maurice Mitchell, Jr., Director, Instructional Development, Ankeny
  - (3) Cynthia Tomes, Clerical Instructor, Adult Education, Urban Center
  - (4) Jim Gramowski, Instr./Coordinator, Veterans program, Manning
- b. Personnel Transfers:
  - (1) Robert Mitchell to Director of Staff Development
- c. Personnel Resignations:
  - (1) Richard D. Needham, Accounting, January 30, 1976
- d. Personnel Leave of Absence:
  - (1) Richard Byerly, Research & Development, January 12, 1976 - duration of Legislature
  - (2) True Sherman, Legal Secretarial Instr., January 14-28, 1976
  - (3) Vivian Brandmeyer, Secretarial/Clerical Instr., Boone, July 6 - July 30, 1976
- e. Institutional membership dues in AACJC for period January 1 - December 31, 1976, in the amount of \$910.
- f. Renewal of lease for Adult Education Branch office, located at East 6th & Locust, for the period January 1, 1976 thru December 31, 1976, for the sum of \$300 per month (this is the same rental fee as the previous year).

*C. Galvin  
and D. Rowen*

*E. Leonard  
and M. Goodman*

*M. Goodman  
and D. Rowen*

*M. Goodman  
and M. Campbell*

*E. Leonard  
and D. Rowen*

6. NEW BUSINESS (continued)

- g. Salary adjustment for Sharron Collier, Basic Education Instructor at CIVEC, from annual salary of \$12,110 to an annual salary of \$12,940, retroactive July 1, 1975. She was inadvertently left off the original list for adjustments. This adjustment is necessary to place her in line with persons in comparable positions with similar education and experience.

*Bloomquist  
M. Campbell*

7. OTHER

- a. Editorial in D.M. Register on "Iowa's Community Colleges." (Exhibit F)
- b. Newsletter item from Iowa Association of School Administrators on "Area Colleges." (Exhibit G)
- c. News article on "Mobile Career Exploration Units." (Exhibit H)

8. PRESENTATION OF CLAIMS AND ACCOUNTS *C. Galvin rd H. Bloomquist*

9. ADJOURNMENT

*Next Meeting Feb 9 4PM  
Joint Meeting with AEA - March 8 76  
530*

*C. Galvin*

## PERSONNEL RESUME'

Name: Janet Tidwell  
 Age: 33  
 Position: Instructor - Learning Center  
 Division: Adult Education  
 Recommended salary: \$8,039 annual  
 Most recent salary: Not known  
 Salary in relation to staff  
 w/similar qualifications: Similar  
 Education: B.S. plus 10 hours  
 Experience: 8 years teaching  
 Reason for recommending this  
 person: Best qualified applicant  
 Beginning date of employment: January 5, 1976  
 Length of contract: 12 months  
 Reason for employment: Replacement for Ken King, who resigned  
 for personal & business reasons

\* \* \*

Name: Maurice C. Mitchell, Jr.  
 Age: 35  
 Position: Director, Instructional Development  
 Division: Media  
 Recommended salary: \$18,000 annual  
 Most recent salary: \$17,500 annual  
 Salary in relation to staff  
 w/similar qualifications: Similar  
 Education: Has dissertation left on Ph.D.  
 Experience: 5 years teaching; 3 years research  
 Reason for recommending this  
 person: Background fits position & recommendations  
 Beginning date of employment: January 13, 1976  
 Length of contract: 12 months  
 Reason for employment: Addition

\* \* \*

Name: Cynthia Tomes  
 Age: 26  
 Position: Clerical Instructor, Urban Center  
 Division: Adult Education  
 Recommended salary: \$5,898 annual  
 Most recent salary: Not known  
 Salary in relation to staff  
 w/similar qualifications: Based on part-time adult education  
 schedule  
 Education: B.S. plus 8 hours  
 Experience: Substitute and part-time teaching;  
 1 yr. work  
 Reason for recommending this  
 person: Best qualified  
 Beginning date of employment: December 1, 1975  
 Length of contract: 12 months  
 Reason for employment: Replacement for Peggy Suttek

(over)

Name: Jim Gramowski  
 Age: 45  
 Position: Instr./Coordinator, Vets Ag. Program, Manning  
 Division: Career Education  
 Recommended salary: \$13,770 annual  
 Most recent salary: \$12,400 annual  
 Salary in relation to staff  
 w/similar qualifications: Similar  
 Education: B.S. + 8 hrs.  
 Experience: 16 yrs. work  
 Reason for recommending this  
 person: Best qualified applicant  
 Beginning date of employment: January 5, 1976  
 Length of contract: 12 months  
 Reason for employment: Replacement for Dan Spotts, who left for a better  
 position

\*\* \*\* \*

Transfer

Name: Robert Mitchell  
 Age: 35  
 Position: Director of Staff Development  
 Division: Instruction  
 Recommended salary: \$18,500 annual  
 Most recent salary: \$17,097 annual  
 Salary in relation to staff  
 w/similar qualifications: Similar  
 Education: B.A. in Economics  
 Experience: 4 yrs. teaching; 6 years work  
 Reason for recommending  
 this person: Best qualified  
 Beginning date of employment: January 2, 1976  
 Length of contract: 12 months  
 Reason for employment: Replacement for Gene Harder, who transferred to AIDP

MINUTES OF  
GENERAL ADVISORY COMMITTEE MEETING  
DECEMBER 11, 1975

Members Present: Dr. Ruth P. Hughes, Daryl Nims, Don M. Lamb, Eugene Kading, Lee Clemmensen, Donald Vanden Berg, Linda Schnepf, Norman Ackerman, Jack E. Ellenberger, C. J. Kleywegt, James Muto, Dr. R. J. Fuller, George Whitmer, Edwin R. Parker, Charles Irvine, Russell K. Clingan, Dave Kuskulis,

DMACC Personnel

Present: Walter Hetzel, Cecil Galvin, Joe Borgen, Mearle Griffith, Jon Schneider, Curt Wiberg, Don Kerr, Rich Chapman, Paul Lowery, Rusty Caldwell, T. J. Woods, and Diane Bidwell.

Members Absent: Merle Hove, Stan Moffitt, James Kratoska, J. W. Thornburg, Pat Myers, Jay Storey, Herbert Dykstra, Janet Hagen, Norma Matthews, Harold Isley, and Jon Katz.

Norm Ackerman opened the meeting at 7:15 p.m. with an expression of appreciation and introduction of new members.

Superintendent Lowery gave a brief welcome and introduced Cecil Galvin and Walter Hetzel, board members. Mr. Hetzel expressed regrets that Max Kreager, president of the board, was not able to attend and extended an expression of appreciation on behalf of the board.

It was moved by Ruth Hughes, seconded by Dave Kuskulis, that George Whitmer be elected Chairman for 1975-76. Vote was unanimous.

It was moved by Dave Kuskulis, seconded by Ruth Hughes, that James Muto, be elected Vice Chairman. Vote was unanimous.

Superintendent Lowery gave a brief review of the growth of the college and the part the General Advisory Committee has played in its development.

After meeting for 45 minutes the subcommittees reported as follows:

Public Relations

George Whitmer reported that the Public Relations Subcommittee wanted the staff to designate a student to serve on the subcommittee. The student editor of the Eclectic and/or a student government representative was suggested.

The college staff were urged to initiate special community days like Newton Day, which was held several years ago; other groups like Boy's Club; and students from Opportunity Center.

The group also reviewed the charge of the public relations subcommittee and agreed with the need for broad-ranging effort in legislation and media relations by all members of the committee.



Financial Support

Norm Ackerman reviewed the foundation report and discussed ways for enhancing the efforts of the foundation as it attempts to assist students on a need basis.

Legislation

Charles Irvine reported that a breakfast was planned for January 9, 1976 on campus, to inform legislators of the Des Moines Area Community College district of the progress made by the college during the past year.

Curriculum

Dave Kuskulis reported for the Curriculum Committee. It was recommended that consideration be given to curriculum revision in some of the programs for better articulation with Iowa State University.

Other

Many new members of the total committee expressed a desire to know more about the college, therefore a period of time will be scheduled at the beginning of the next meeting for a tour and discussions.

Meeting Adjourned.

Paul Lowery, Secretary

## NEWSLETTER

Iowa Association of School Administrators

December 1975

AREA COLLEGES

Have you been reading the series of stories on Iowa Area Colleges in the Des Moines Register? It is disappointing that the headlines and text of the articles have attempted to give the impression of empire building, overlapping and superfluous courses, and over-ambitious building programs instead of calling attention to the positive features which have contributed to the growth and success of the schools.



First of all, the area colleges have provided excellent, low-cost training in salable skills, near to home, for tens of thousands of post-high school Iowa youth and adults; and have placed these people in new, improved, productive careers.

Secondly, the area colleges have remained extremely flexible in course offerings and programs, being quickly responsive to the work-force needs of employers and to the demands of students.

Thirdly, the area colleges have led in the formation of an excellent adult education program of evening courses, available at modest cost and within commuting range to all Iowans.

In view of the above, is it any wonder that enrollment has grown rapidly? The area colleges are providing youth and adults with viable career training and upgrading, employers with skillfully trained workers to fit an ever-changing job market, and all Iowans with an attractive array of leisure-time courses in skills, recreational activities, and culture.

That's relevant education!

December 7, 1975

# Des Moines Sunday Register

## THE REGISTER'S EDITORIALS



### Iowa's community colleges

Ten years ago, Iowa lagged behind many states in providing Iowans access to vocational and technical training. Iowans lacked access also to community colleges with comprehensive programs.

The recent series of Register articles by Arnold Garson about Iowa's community colleges shows that Iowa has since caught up in both respects. The articles suggest that the problem now may be overzealous development of the state's community colleges.

Key to the build-up of the community colleges is a 1965 law which authorized county school systems and local districts to merge for the purpose of operating community colleges and vocational-technical schools.

At the time the law was passed, Iowa had only one regional public vocational school (at Sheldon) and 16 junior colleges operated by local school districts. The colleges were so overcrowded (enrollments had tripled in four years) and underfunded, more expensive vocational-technical programs were out of the question. While other states rushed to use funds provided by the 1963 federal vocational education act, Iowa had done little.

Local and county school boards moved with dizzying speed to take advantage of the new Iowa law and begin satisfying the pent-up demand of students and employers. Fifteen areas were organized within two years. They have absorbed the 17 existing institutions and have grown in enrollment at approximately the same rate as public two-year institutions nationwide.

Most of the growth has been in vocational-technical programs, an ever-shifting curriculum which tries to reflect job and employment demands. Full-time enrollment in courses for which four-year colleges provide credit for transfer students is now less than it was in the old local junior colleges, although part-time enrollment of older persons seeking personal satisfaction and career advancement has increased total enrollment.

education programs (including high school completion) into every school district through cooperative programs with local schools. They have provided high school vocational training for students in high schools too small to afford their own comprehensive programs. They are using satellite centers to make more courses available in more towns within each area.

Though thought of as part of a state system, the colleges are essentially local institutions required to respond to community needs and bring educational opportunity at low cost within commuting distance of all residents. But the schools are subjected to much stronger state coordination and supervision than local school districts even though state appropriations finance about the same percentage of community college operating costs.

The tension between state and local control has been healthy on the whole.

Though local responsibility has been the source of much of the success of the area institutions, it remains the root of major future problems. Preservation of all existing campuses within each area could become an economic drain, and the area system may have to come to grips with its own reorganization problems in the next decade.

This duplication, combined with the determination of some administrators and boards to build their institutions, shows signs of creating unnecessarily heavy costs. Athletic recruiting and an eagerness to do whatever else is necessary to attract students and supporters are uneasy portents.

The Iowa system — vesting supervision in the same board that supervises public schools — has made possible cooperation not achieved in many other states. But the system does not prevent competition among community colleges, which needs to be held to the minimum consistent with each institution's obligation to residents of its own community.

The institutions have brought adult

COPY

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December 24, 1975

The Honorable Sonja Egenes  
905 Lafayette  
Story City, IA 50248

Dear Representative Egenes:

The General Advisory Committee, the Board of Directors, and staff of the Des Moines Area Community College cordially invites you to attend a breakfast to be held Friday, January 9, 1976 at 8:00 a.m. in the Food Services facility on the Ankeny Campus.

The College appreciates the concern the Legislature has shown in supporting the community college concept in Iowa. In turn, DMACC feels an obligation to provide you with current information regarding the contribution the community college is making to Iowa's greatest resource, people. We look forward to this opportunity and also want to tell those of you who attended the last breakfast, of the growth of the College during the past year.

A member of the Board of Directors from your area, or a member of the General Advisory Committee, will be contacting you in the near future to arrange for transportation.

We are anxious to visit with you, become better acquainted, and let you observe first-hand how the community college in general and DMACC in particular have attempted to fulfill the mandates given by the General Assembly in 1965.

Sincerely yours,

Paul Lowery  
Superintendent

kal

# Memorandum

**des moines area  
community college**

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

DATE December 29, 1975

TO L. Bengtson

Location

FROM L. Albrecht LA

Location

RE: Urban Center (Winter Quarter Enrollment)

From data manually retrieved from fall quarter enrollment data, the estimated winter quarter enrollment of Arts/Sciences and Career Education students at the Urban Center is as follows:

A. Total Part-time students at Urban Only	209
Total Full-time students at Urban Only	45
Sub-total	254
B. Total Part-time students at Urban/Ankeny	37
Total Full-time students at Urban/Ankeny	105
Sub-total	142
Grand Total	396

## URBAN CAMPUS ENROLLMENT REPORT (Headcount Served)

<u>Year</u>	<u>Adult Education</u>	<u>Career Education</u>	<u>Arts &amp; Sciences</u>	<u>Total</u>	<u>FTEE</u>
1971-72	450	(Not operational)	(Not operational)	450	
1972-73	784	105	230	1119	
1973-74	971	207	375	1553	
1974-75	1024	263	553	1840	331.93

The Urban Campus has developed as a comprehensive educational center, with a consistent growth pattern in all three divisions.

Enrollment figures for fall quarter, 1975, indicate a continuation of this growth, with a projected increase for the 1975-76 year of at least 25%. The relocation of the Career Exploration Center will add another 600+ to the number of students served through the Urban Campus.

The percentage of minority students enrolled has remained fairly constant at about 35-40%.

# Memorandum

des moines area  
community college

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

DATE September 30, 1975  
TO Zack Hamlett  
FROM Lynn Albrecht *LA*  
RE: Urban Registration Data

Location Urban Center

Location Bldg. #4

In order to provide you with a more accurate picture of the enrollment at the Urban Center, the following data is provided:

### Students Registered for Classes at the Urban Center Only

	<u>Part-time</u>				<u>Full-time</u>
	(1-3 cr.)	(4-6 cr.)	(7-9 cr.)	(10-11 cr.)	(12-21 cr.)
No.	98	90	46	12	53

### Students Registered for Classes at Both Urban Campus & Ankeny Campus

#### Part-time (-12 cr.) Students

	(1-3 cr. @ Urban)	(4-6 cr. @ Urban)	(7-9 cr. @ Urban)	(10-11 cr. @ Urban)
No.	27	13	4	0

#### Full-time (+12 cr.) Students

	(1-3 cr. @ Urban)	(4-6 cr. @ Urban)	(7-9 cr. @ Urban)	(10-11 cr. Urban)	(12 cr. or more Urban)
No.	56	40	16	3	9

### SUMMARY DATA

A. Total Part-time students at Urban Only	= 246
Total Full-time students at Urban Only	= 53
Sub-Total	299
B. Total Part-time students at Urban/Ankeny	= 44
Total Full-time students at Urban/Ankeny	= 124
Total Joint Enrolled	168
C. Total Part-time students at Urban	= 405
Total Full-time students at Urban	= 62

Grand Total Students Attending the Urban Campus = 467

cc: L. Bengtson  
J. Borgen  
C. Baugous  
G. Wilcox  
C. Bennett  
J. Frazee

SUMMARY OF RANDTRIEVER REPORTS

(4 Month Period)

	<u>September, '75</u>	<u>October, '75</u>	<u>November, '75</u>	<u>December, '75</u>	<u>Total</u>
1. Number of books circulated from Randtriever *(1)	744	1,325	765	771	3,605
2. Number of book requests not filled within 5 minutes, but filled within 15 minutes	0	68	32* (4)	20	120
3. Number of patrons inconvenienced by above	0	44	21	11	76
4. Number of book requests not filled within 15 minutes, but filled within one hour	3	40* (3)	18* (4)	9	70
5. Number of patrons inconvenienced by above	2	22	10	7	41
6. Number of book requests not filled during night operation	3	2	0	0	5
7. Number of book requests not filled within 1 - 4 hours	0	21* (3)	9* (4)	22	52
8. Number of patron requests not filled within 1 - 4 hours	0	9	7	12	28
9. Number of patrons inconvenienced	3	1	0	0	4
10. Number of containers pulled by Randtriever during month	2,190	4,186	3,012	2,033	11,421
11. Down Time, Aisle I	150 min.* (2)	275 min.	235 min.	35 min.* (5)	695 min.
12. Down Time, Aisle II	205 min.	215 min.	165 min.	300 min.* (6)	885 min.

SUMMARY OF RANDTRIEVER REPORTS

Page 2

- \* (1) Only books charged out to students and staff. This figure does not include books pulled for browsing and then returned to storage.
- \* (2) Plus we shut Aisle I down during quarter break to have a spare part made. 32 requests were made while the Aisle was down.
- \* (3) These two categories are increasing due to the increase in the number of patrons using the library between 4:30 and 6:30 p.m.. During these two hours we have not had anyone on duty to take care of malfunctions.
- \* (4) 59% of the problems happened the 1st week of the month. A total of 24 requests were delayed after the 1st week.
- \* (5) This time does not include one day during Christmas break. It appeared that someone had been in the library over Christmas weekend. When they could not find a way to turn the system on they had gone into the aisle and climbed on the back of the column, breaking the vertical tachometer, the tachometer protection bracket, and the vertical motor mount.
- \* (6) An intermittent problem we have had on Aisle II for the past year finally got bad enough so we could find it. We believe we now have it solved, which should cut down time on this aisle considerably.