Board of Directors Meeting Minutes (January 12, 1976)

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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.

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

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.

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.

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.

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

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

*Transfer assignment.

Motion passed.

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.

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.

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.

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.

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.

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

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.
1. CALL TO ORDER

2. APPROVAL OF MINUTES - December 8 regular meeting

3. REPORTS
   a. ICASB and Area Supts. - Kreager and Lowery
   b. Mid-Iowa Computer Center - Hetzel
   c. Legislative breakfast - January 9
   d. Visit with Art Neu - Campbell
   e. Urban Center planning
   f. Student housing
   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).
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.

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

9. ADJOURNMENT

Next Meeting Feb 9, 4PM
Joint Meeting with HSU - March 8, 76

C. Galvin

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 Media
Division: Adult Education
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 Career Education
Division:
Recommended salary: $13,770 annual
Most recent salary: $12,400 annual
Salary in relation to staff w/similar qualifications:
Education:
Experience:
Reason for recommending this person:
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 Instruction
Division:
Recommended salary: $18,500 annual
Most recent salary: $17,097 annual
Salary in relation to staff w/similar qualifications:
Education:
Experience:
Reason for recommending this person:
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 Schneipf, 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,


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
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!
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.

The institutions have brought adult 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.
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
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)

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

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

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

<table>
<thead>
<tr>
<th>Part-time</th>
<th>Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1-3 cr.)</td>
<td>(4-6 cr.) (7-9 cr.)</td>
</tr>
<tr>
<td>No.</td>
<td>98</td>
</tr>
<tr>
<td>(10-11 cr.)</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>46</td>
</tr>
<tr>
<td>(12-21 cr.)</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>53</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Part-time (-12 cr.)</th>
<th>Full-time (+12 cr.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1-3 cr. @ Urban)</td>
<td>(4-6 cr. @ Urban)</td>
</tr>
<tr>
<td>No.</td>
<td>27</td>
</tr>
<tr>
<td>(7-9 cr. @ Urban)</td>
<td>13</td>
</tr>
<tr>
<td>(10-11 cr. @ Urban)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full-time (+12 cr.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1-3 cr. @ Urban)</td>
<td>56</td>
</tr>
<tr>
<td>(4-6 cr. @ Urban)</td>
<td>40</td>
</tr>
<tr>
<td>(7-9 cr. @ Urban)</td>
<td>16</td>
</tr>
<tr>
<td>(10-11 cr. Urban)</td>
<td>3</td>
</tr>
<tr>
<td>(12 cr. or more)</td>
<td>9</td>
</tr>
</tbody>
</table>

### 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)

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