

Des Moines Area Community College

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Board of Directors Meeting Minutes

10-13-1975

Board of Directors Meeting Minutes (October 13, 1975)

DMACC

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

SPECIAL MEETING
OCTOBER 13, 1975

A special meeting of the Des Moines Area Community College Board of Directors was held at the Boone Campus, 1125 Hancock Drive, Boone, Iowa, on Monday, October 13, 1975, for the purpose of canvassing votes for the election of members to the Board of Directors of the Des Moines Area Community College and for the special tax levy. The meeting was called to order by the Board President, Rolland Grefe, at 7:30 p.m.

ROLL CALL

Members present: Rolland Grefe
Max Kreager
Harold Welin
Cecil Galvin
Harry Bloomquist
Maurice Campbell
Donald Rowen

Members absent: Rodney Carlson
Walter Hetzel

Others present: Eldon Leonard, Board Member Elect
Murray Goodman, Board Member Elect
Paul Lowery, President
Curt Wiberg, Administrative Assistant
Joe Borgen, Vice President, Instruction
Irv Steinberg, Controller/Board Secretary
Rich Byerly, Director, Research & Development
Bill Ryan, Instructor
Byron Hamilton, Dean, Boone Campus

CANVASS OF
VOTES

A canvass of the votes cast at the regular school election held September 9, 1975 for the purpose of electing a director each from Districts 2, 6, and 9, was made by the Board, and for the continuation of the tax levy for capital purposes. The total votes cast were ascertained as indicated on the Abstract of Election and as certified by the Polk County Board of Supervisors, a copy of which is attached hereto and made a part of these minutes, which indicates the following votes cast:

ELECTION OF BOARD MEMBERS:
District No. 2

Wanda Goeppinger	1,228
Richard Post	794
Harold Welin	1,398
Phil Longdo (Write in)	1
Gordon Faber (Write in)	1
Lester Hamilton (Write in)	1
E. Lenord (Write in)	1
Henry Scott (Write in)	1
Edmonds (Write in)	1
Forbes (Write in)	1
Nizzi (Write in)	1
Levarson (Write in)	1

District No. 6

Richard Chamberlin	1,080
Joseph King	477
Eldon Leonard	1,576
George Rogers	722
Stanley Saddoris	492
Maureen Soliday (Write in)	1
Charles Joss (Write in)	1
Carl LaFong (Write in)	1
William Thompson (Write in)	

District No. 9

Murray Goodman	1,262
C. Nadean Hamilton	1,164
Phillip Hand (Write in)	1

CONTINUATION OF TAX LEVY FOR CAPITAL PURPOSES

Yes Votes	23,203
No Votes	14,866

A motion was made by H. Welin, seconded by C. Galvin, that the canvass of votes, as indicated on the attached sheets, be made a matter of record. Motion passed.

ADJOURNMENT

A motion was made by M. Kreager, seconded by H. Welin, that the special meeting for the canvassing of votes be adjourned. Motion passes and the meeting was adjourned at 7:40 p.m.

* * * * *

ORGANIZATIONAL MEETING

October 13, 1975

The organizational meeting of the Des Moines Area Community College Board of Directors was called to order by the Board President, Rolland Grefe, immediately following the special meeting for the canvassing of votes, at 7:40 p.m.

ROLL CALL

All those who were present at the special meeting just concluded were also present for the organizational meeting.

OATH OF OFFICE TO DIRECTORS

The Board Secretary administered the Oath of Office to Harold Welin, Eldon Leonard, and Murray Goodman, the newly elected directors of Districts 2, 6, and 9, respectively, after which certificates of election, prepared by the Polk County Auditor's Office, were presented to the installed directors by the Board President.

ELECTION OF PRESIDENT

Nominations were open for President of the Des Moines Area Community College Board of Directors. H. Bloomquist nominated Max Kreager, seconded by C. Galvin. M. Campbell moved that nominations cease and that Max Kreager be unanimously elected President. D. Rowen seconded the motion and motion passed with M. Kreager unanimously elected Board President.

Organizational Meeting

October 13, 1975

ELECTION OF VICE PRESIDENT

Nominations were open for Vice President of the Des Moines Area Community College Board of Directors. M. Campbell nominated Walter Hetzel as Vice President of the Board, seconded by H. Welin. D. Rowen moved that nominations cease and that W. Hetzel be unani- mously elected Vice President. C. Galvin seconded the motion and motion passed with W. Hetzel unanimously elected Vice President.

OATH OF OFFICE TO NEWLY ELECTED BOARD OFFICERS

The Oath of Office was administered by the Board Secretary to Max Kreager, the newly elected Board President.

APPOINTMENT OF BOARD SECRETARY

A motion was made by H. Bloomquist, seconded by C. Galvin, that Irv Steinberg be re-appointed Board Secretary. Motion passed.

APPOINTMENT OF BOARD TREASURER

A motion was made by H. Welin, seconded by M. Kreager, that Dean Minor, Ankeny State Bank, be re-appointed school treasurer. Motion passed.

ADJOURNMENT

A motion was made by H. Welin, seconded by M. Kreager, that the organizational meeting be adjourned. Motion passed and the meet- ing was adjourned at 7:50 p.m.

* * * * *

REGULAR MEETING

October 13, 1975

The regular monthly meeting of the Des Moines Area Community College Board of Directors was called to order at 7:55 p.m. by the newly elected Board President, Max Kreager, at the same lo- cation the organizational meeting was held.

ROLL CALL

All who were present at the organizational meeting were also present at the regular meeting.

APPROVAL OF MINUTES

It was moved by H. Welin, seconded by M. Campbell, that the minutes of the special meeting held September 24, 1975 and the regular meeting held September 9, 1975 be approved as presented. Motion passed.

NEW PERSONNEL

It was moved by H. Welin, seconded by H. Bloomquist, that employment be offered to the following for the position and salary indicated:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Eff. Date</u>
Terry Fairbanks	Criminal Just. Instr.	\$11,459	9-15-75
Gerald Konsler	Director, Health Occup.	19,303	10-1-75
Rosemary Devine	Bus. Occup. Instr. CIVEC	13,217	9-22-75
Leola Stallings	Emergency Med. Sys. Clinical	12,500	10-1-75
Pamela Bottorff	Nurse CIVEC	11,000	10-20-75

Motion passed.

Regular Meeting

October 13, 1975

LEAVE OF
ABSENCE

It was moved by D. Rowen, seconded by H. Welin, that a leave of absence be granted to Joseph Fernandes, Chemistry instructor, Boone campus, for period beginning winter quarter 1975 through August 31, 1976. Motion passed.

APPROVAL OF
ICASB BUDGET/DUES
FOR FY 76-77

It was moved by M. Campbell, seconded by D. Rowen that approval be given to the Iowa Council of Area School Board proposed FY 77 budget totaling \$84,700.00 and the Des Moines Area Community College annual dues of \$9,300.00. Motion passed.

RESOLUTION TO
OFFER HOUSE
FOR SALE

Director M. Campbell introduced the following Resolution entitled "RESOLUTION TO SALE OF HOUSE" and moved that same be adopted. Director D. Rowen seconded the motion to adopt. A vote was taken and carried unanimously. Whereupon, the President of the Board declared said Resolution duly adopted as follows:

RESOLUTION TO SALE OF HOUSE

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

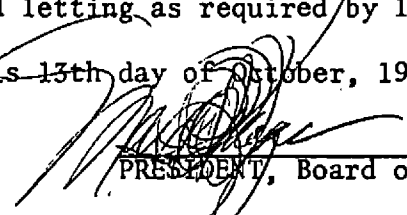
802 S.E. 10th Street

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 be offered for sale to the highest acceptable bidder, submitting a sealed bid, with such bids to be received until two o'clock p.m., December 5, 1975, by the Board Secretary, at which time said bids will be opened publicly and read aloud in the Board Room in the Administration Building, Des Moines Area Community College Ankeny Campus.

Bids will be acted upon by the Board at its regular meeting December 8, 1975. Each bid is to be accompanied by a certified check in the amount of \$500.00, payable to Des Moines Area Community College, with the remainder of the accepted bid due and payable on or before December 26, 1975.

BE IT FURTHER RESOLVED that the Secretary of the Board of Directors give notice of said bid letting as required by law.

PASSED AND APPROVED this 13th day of October, 1975.



PRESIDENT, Board of Directors

ATTEST:



SECRETARY, Board of Directors

Regular Meeting

October 13, 1975

APPROVAL OF HOUSE PLANS

It was moved by E. Leonard, seconded by D. Rowen, that approval be given to the proposed house plans for construction by the building trades students, of a three bedroom, ranch type frame house with a double attached garage at 801 S.E. 10th Street, Ankeny, Iowa. Motion passed.

APPOINTMENT OF DMACC FOUNDATION BOARD OF DIRECTORS

It was moved by M. Campbell, seconded by E. Leonard, that the following personnel be appointed to the Des Moines Area Community College Foundation Board of Directors:

- Rodney Carlson
- Richard Tays
- Clement "Pete" O'Meara
- Frank Lint
- Davey Kuskulis

Motion passed.

ACCEPTANCE OF COMPLETED CONSTRUCTION PHASE IIB, PART 2

It was moved by C. Galvin, seconded by H. Welin, that the following contracts be accepted as completed and that final payment as indicated, be made to the contractor 30 days from this date or upon receipt of waivers of lein from all suppliers and subcontractors for work, materials, and equipment incorporated in the work.

<u>Project</u>	<u>Contractor</u>	<u>Amount of Final Payment</u>
Phase IIB, Part 2	Des Moines Lighting Co.	\$22,627.70

Motion passed.

APPOINTMENT OF ICASB REPRESENTATIVE

It was moved by C. Galvin, seconded by D. Rowen, that Max Kreager be appointed as DMACC representative and Walter Hetzel as Alternate to the Iowa Council of Area School Boards. Motion passed.

APPOINTMENT OF MECHANICAL ENGINEERING TECH ADVISORY COMMITTEE

It was moved by H. Welin, seconded by D. Rowen, that appointments be made to the Mechanical Engineering Technology Advisory Committee as proposed on listing attached hereto and made a part of these minutes. Motion passed.

DESIGNATION OF TIME AND DATE FOR REGULAR MEETING

It was moved by M. Campbell, seconded by D. Rowen, that the regular monthly board meetings be held on the second Monday of each month, starting at 5:30 p.m. Motion passed.

COMMITTEE FOR STUDENT HOUSEING

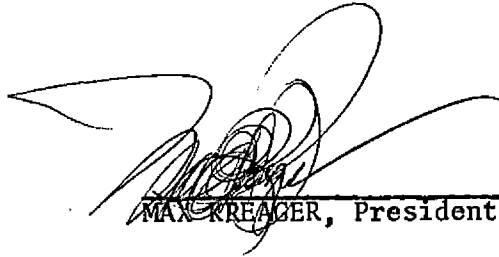
It was moved by H. Bloomquist, seconded by M. Campbell, that the Board President appoint a "task force" to consist of three board members who would work together with the administrative staff to research student housing, and to submit a report back to the board in approximately 45 days. Motion passed.

Regular meeting

October 13, 1975

ADJOURNMENT

It was moved by M. Campbell, seconded by E. Leonard, that the meeting adjourn. Motion passed and the meeting adjourned at 9:35 p.m. A special meeting was set for Wednesday, October 15, at 5:30 p.m., in the Board room, Ankeny Campus.



MAX KREAGER, President



IRV STEINBERG, Secretary

POLK COUNTY IOWA

ABSTRACT OF ELECTION

We, the undersigned Members of the Board of Supervisors and ex-officio County Board of Canvassers for POLK County, do hereby certify the following to be a true and correct abstract of the votes cast in said county at the Special School Election for Des Moines Area XI Comm. College Counties of: Adair, Audubon, Boone, Carroll, Dallas, Guthrie, Jasper, Madison, Marian, Polk, Story, Warren. held on the 9th day of September, A.D., 19 75.

Des Moines Area Community College (Area XI) be authorized to continue to levy a tax of 20.25 cents per thousand dollars for capital purposes Upon the question as to the adoption of the _____ there were:

TOTAL VOTE	FOR THE QUESTION	<u>23,203</u>	Votes	<u>59.4%</u>
<u>39,109</u>	AGAINST THE QUESTION	<u>15,866</u>	Votes	<u>40.6%</u>

Upon the question as to the adoption of the _____ there were:

FOR THE QUESTION	_____	Votes
AGAINST THE QUESTION	_____	Votes

Upon the question as to the adoption of the _____ there were:

FOR THE QUESTION	_____	Votes
AGAINST THE QUESTION	_____	Votes

IN TESTIMONY WHEREOF, We have hereunto set our hands and caused this to be attested by the Clerk of the Board of Supervisors, with the seal of said County.

Done at Des Moines, the county seat of said county, this 28th day of September A.D., 19 75.

Samuel F. Aramia
Chairman

(SEAL)

Richard Brown

Carl Harris

Members of the Board of Supervisors and ex-officio County Board of Canvassers.

ATTEST:

Jim Maloney
County Auditor and Commissioner of Elections

POLK COUNTY IOWA

ABSTRACT OF ELECTION

We, the undersigned Members of the Board of Supervisors and ex-officio County Board of Canvassers for POLK County, do hereby certify the following to be a true and correct abstract of the affirmative and negative votes cast in said county at the SPECIAL SCHOOL Election of the Des Moines Area XI Comm. College held on the 9th day of September, A.D., 19 75, for the various candidates who ran for the office of DIRECTOR-Districts #2, #6, #9 of the counties of: Adair, Audubon, Boone, Carroll, Dallas, Guthrie, Jasper, Madison, Marion, Polk, Story, Warren, as shown by the Official Returns from the several townships and election precincts:

For the office of DIRECTOR DISTRICT #2 (3 Year Term-Ending 1978):

<u>Wanda L. Goepfinger</u>	, received	<u>1,228</u>	votes
<u>Richard A. Post</u>	, received	<u>794</u>	votes
<u>Harold F. Welin</u>	, received	<u>1,398</u>	votes
<u>Phil Longdo (Write-In)</u>	, received	<u>1</u>	votes
<u>Gordon Faber (Write-In)</u>	, received	<u>1</u>	votes
<u>Lester Hamilton (Write-In)</u>	, received	<u>1</u>	votes
<u>E. Lenord (Write-In)</u>	, received	<u>1</u>	votes
<u>Henry E. Scott (Write-In)</u>	, received	<u>1</u>	votes
<u>(Write-Ins continued on next page)</u>	, received		votes

For the office of DIRECTOR DISTRICT #6 (3 Year Term):

<u>Richard D. Chamberlin</u>	, received	<u>1,080</u>	votes
<u>Joseph D. King</u>	, received	<u>477</u>	votes
<u>Eldon Leonard</u>	, received	<u>1,576</u>	votes
<u>George H. Rogers</u>	, received	<u>722</u>	votes
<u>Stanley R. Saddoris</u>	, received	<u>492</u>	votes
<u>Maureen Soliday (Write-In)</u>	, received	<u>1</u>	votes
<u>Dr. Charles Joss (Write-In)</u>	, received	<u>1</u>	votes
<u>Carl LaFong (Write-In)</u>	, received	<u>1</u>	votes
<u>Wm. O. Thompson (Write-In)</u>	, received	<u>1</u>	votes

For the office of DIRECTOR DISTRICT #9 (3 Year Term):

<u>Murray Goodman</u>	, received	<u>1,262</u>	votes
<u>C. Madean Hamilton</u>	, received	<u>1,164</u>	votes
<u>Phillip J. Hand (Write-In)</u>	, received	<u>1</u>	votes
	, received		votes
	, received		votes
	, received		votes
	, received		votes
	, received		votes
	, received		votes

DIRECTOR-District #2 (Write-Ins)

For the office of _____:

Edmonds _____, received 1 votes

Forbes _____, received 1 votes

Nizzi _____, received 1 votes

Levarson _____, received 1 votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

For the office of _____:

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

For the office of _____:

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

_____, received _____ votes

IN TESTIMONY WHEREOF, We have hereunto set our hands and caused this to be attested by the Clerk of the Board of Supervisors, with the seal of said County.

Done at Des Moines, the county seat of said county, this 28th day of September A.D., 19 75.

Samuel F. Anania
Chairman

Richard Brown

Carl Gavin

Members of the Board of Supervisors and ex-officio County Board of Canvassers.

(SEAL)

ATTEST:

Jim Maloney
County Auditor and Commissioner of Elections

DES MOINES AREA COMMUNITY COLLEGE
AGENDA
SPECIAL, ORGANIZATIONAL AND REGULAR MEETINGS
Monday, October 13, 1975
Room 103 - Boone Campus

5:30 P.M. LEAVE ANKENY CAMPUS FOR BOONE

6:30 P.M. ROTARY STEAK DINNER AT BOONE

7:30 P.M. SPECIAL MEETING

1. Canvass votes of September 9th election - Districts 2, 6, and 9.

7:45 P.M. ORGANIZATIONAL MEETING

1. Administer oath of office to newly elected directors and issue certificate of election.
2. Election of president. — *H. Bloomquist, 2d C. Galvin - (M. Campbell, 2d D. Rowen)*
3. Election of vice president. *M. Campbell, 2d H. Welin - (D. Rowen, 2d C. Galvin)*
4. Administer oath of office to newly elected officers.
5. Appointment of board secretary. *H. Bloomquist, 2d C. Galvin*
6. Appointment of board treasurer. *DEAN MINOR C. Galvin, 2d H. Bloomquist*

M. Kreager →
W. Hetzel →
ES

8:15 P.M. REGULAR MEETING

1. CALL TO ORDER
2. APPROVAL OF MINUTES - September 8 and September 24 meetings
H. Welin, 2d M. Campbell
3. PERSONNEL (Exhibit A)

New

- a. Terry Fairbanks, Criminal Justice, Ankeny
- b. Gerald Konsler, Director, Health Occupations, Ankeny
- c. Susan Stewart, Student Activities Assistant, Ankeny
- d. Rosemary Devine, Business Occupations, CIVEC
- e. Leola Stallings, EMS clinical instructor, Ankeny
- f. William Schiefer, Building Trades Lab Assistant, Ankeny
- g. Pamela Bottorff, Nurse, CIVEC

Welin & H. Bloomquist

Leave of Absence

- a. Joseph Fernandes, Chemistry instructor, Boone, December 3, 1975 through August 31, 1976
D. Rowen, 2d H. Welin

4. REPORTS

- a. ICASB (annual meeting; proposed schedule & budget; dues increase from \$120 to \$156 annual) - Kreager
9300 M. Campbell, 2d D. Rowen
- b. Mid-Iowa Computer Center - Hetzel
- c. ACCT conference - Rowen
- d. Financial (Exhibit B)
- e. DMACC enrollment for FY75 (Exhibit C)
- f. Fall enrollment - 1975 (Exhibit D)

\$1800 total per Area School

ICASB ICASB
84,700 - Budget total
eff July 1, 76

5. COMMUNICATIONS

- a. Letter from student re smoking in classrooms (Exhibit E)

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- a. Establish December 5 as the bid deadline date on the student built house located at 802 SE 10, Ankeny; and December 8 as date for board action on bids. Open house is scheduled for November 30.
- b. Consideration of plans for house to be built by building trades students in Ankeny, 10th St., SE. *proposed 801 SE 10th 1550 Sq Ft. Family Room Car Garage 30x68*
- c. Appointment of members to DMACC Foundation Board of Directors for 3 year term (Exhibit F). *E. Leonard, 2d D. Rowen*
- d. Consideration of acceptance of electrical contract for Phase IIB, Part 2, with 10% of final payment withheld for 30 days until work is completed. *C. Galvin 2d H. Welin*
- e. Appointment of representative to Iowa Association of School Boards. *M. Kwasa & W. Hetzel as alternate*
- f. Appointment of representative and delegate to Iowa Council of Area School Boards. *C. Galvin, 2d D. Rowen*
- g. Appointment of members to Mechanical Engineering Technology Advisory Committee (Exhibit G). *H. Welin, 2d D. Rowen*
- h. Establish the time and date for the regular monthly board meetings for the coming year. *M. Campbell, 2d D. Rowen - Keep 2d Mon. at 5:30 P.M.)*

Deser

8. OTHER

- a. Proposed meeting with Governor Ray re Urban Center.
- b. News article regarding career program at Manning (Exhibit H).
- c. Future board meetings at CIVEC and Urban Center. *Feb Dec*
- d. Board Effectiveness Institute at Drake University on October 22.
- e. Student housing.
- f. Meeting of the board with Ray Howe, collective bargaining consultant on Wednesday, October 15, *6:30-9:30 p.m., Board Room, Ankeny campus. 5:30*

know April

9. PRESENTATION OF CLAIMS AND ACCOUNTS

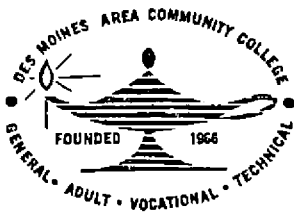
10. ADJOURNMENT *9:35 H.B.*

2d M. Campbell

appointed by Bd Pres

Moved by H. Bloomquist - Task Force be designated to explore work with Adm Staff & research 'Student Hsing' & give report to Bd in 45 days.

Appt.



**des moines area
community college**

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

Paul Lowery, Superintendent

Board of Directors

Rolland E. Grefe, President

Harry Bloomquist

Maurice Campbell

Rodney Carlson

Ross C. Cramlet

Cecil R. Galvin

Walter Hetzel

Max W. Kreager

Harold F. Welin

AGENDA

SPECIAL BOARD MEETING

October 10, 1975 - 5:30 P.M.

Board Room - Building #4

Ankeny Campus

PURPOSE:

1. Complete review of board policies
2. Discuss collective bargaining strategy

Memorandum

**des moines area
community college**

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

DATE Oct 7, 1975

TO Paul Lowery

Location

FROM Irv Steinberg

Location

RE: October Board Agenda

Additional item for October 13th Board Meeting:

Authorize sale of student constructed house located at 802 SE 10th, Ankeny, with sealed bids to be recd until 2PM, Dec 5, 75, and Board action on bids to be taken at Regular Dec Board Meeting (Dec 8, 75). Open House slated for Nov 30, 75.

October 2 1975

Paul Lowery

Irv Steinberg

Board Agenda Items/October 13, 1975

Special Meeting

1. Canvass votes of September 9, 1975 election.

Organizational Meeting

1. Administer Oath of Office to newly elected directors and issue certificates of election.
2. Election of Board President.
3. Election of Board Vice President.
4. Administer Oath of Office to new board officers.
5. Appointment of Board Secretary
6. Appointment of Board Treasurer.
7. Appointment of board representative to ICASB.

Regular Meeting

1. Final acceptance of Phase IIB, Part 2 construction.

PERSONNEL RESUME'

Name: Terry Fairbanks
 Age: 27
 Position: Criminal Justice Instructor, Ankeny
 Division: Arts & Science
 Recommended salary: \$11,459 annual
 Most recent salary: \$12,000 as law enforcement officer
 Salary in relation to staff w/similar qualifications: Same
 Education: B.A. in Law Enforcement
 Experience: 7 yrs. work
 Reason for recommending this person: Best available candidate
 Beginning date of employment: September 15, 1975
 Length of contract: 9 months
 Reason for employment: Replacement for Robert Surran, who left to accept another position

** ** *

Name: Gerald Konsler
 Age: 42
 Position: Director, Health Occupations - Ankeny
 Division: Career Education
 Recommended salary: \$19,303 annual
 Most recent salary: \$8,300 annual (Grad Assistant)
 Salary in relation to staff w/similar qualifications: Similar
 Education: Ph.D. in Biology
 Experience: 12 years teaching
 Reason for recommending this person: Best qualified applicant
 Beginning date of employment: October 1, 1975
 Length of contract: 12 months
 Reason for employment: New position

** ** *

Name: Susan Stewart
 Age: 25
 Position: Activities Assistant
 Division: Student Life
 Recommended salary: \$9,000 annual
 Most recent salary: \$7,200 annual
 Salary in relation to staff w/similar qualifications: Comparable
 Education: B.A. in Health & Physical Education
 Experience: 2 yrs. work
 Reason for recommending this person: Experience, recommendations, personality & education
 Beginning date of employment: September 15, 1975
 Length of contract: 12 months
 Reason for employment: Replacement for Bruce Recher who returned to Drake Law school

Name: Rosemary Devine
 Age: 47
 Position: Business Occupations Instructor - CIVEC
 Division: Career Education
 Recommended salary: \$13,217 annual
 Most recent salary: \$10,994 annual
 Salary in relation to staff
 w/similar qualifications: Same
 Education: B.S. in Business Education and
 Business Administration
 Experience: 3 years teaching; 20 years work
 Reason for recommending this
 person: Best qualified applicant
 Beginning date of employment: September 22, 1975
 Length of contract: 12 months
 Reason for employment: Addition

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Name: Leola Stallings
 Age: 30
 Position: Emergency Medical Services Clinical
 Instructor/Coordinator
 Division: Adult Education
 Recommended salary: \$12,500 annual
 Most recent salary: Not available
 Salary in relation to staff
 w/similar qualifications: Similar
 Education: R.N. Business School
 Experience: 9 years part time teaching; 6 years work
 Reason for recommending this
 person: Excellent educational background in
 emergency care and desire to accept &
 perform duties of this assignment
 Beginning date of employment: October 1, 1975
 Length of contract: October 1, 1975 - May 28, 1976
 Reason for employment: New position made possible by a contract
 with the State Health Dept.

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Name: William A. Schiefer
 Age: 23
 Position: Building Trades Lab Assistant
 Division: Career Education
 Recommended salary: \$9,240 annual
 Most recent salary: \$9,000 annual
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: Completed Building Trades program at DMACC
 Experience: 1½ yrs. work
 Reason for recommending this person: Excellent work record; qualifications;
 top student
 Beginning date of employment: October 13, 1975
 Length of contract: 12 months
 Reason for employment: Replacement for Dennis Dowell who left
 because of inadequate pay

Name: Pamela Bottorff
Age: 27
Position: Nurse at CIVEC
Division: Career Education
Recommended salary: \$11,000 annual
Most recent salary: \$11,912 annual
Salary in relation to staff
w/similar qualifications: Comparable
Education: Diploma, School of Nursing
Experience: 6 yrs. work
Reason for recommending this
person: Best qualified for position
Beginning date of employment: October 20, 1975
Length of contract: 12 months
Reason for employment: Replacement for Lynn Gossen, who accepted position
with Iowa Methodist Hospital

DES MOINES AREA COMMUNITY COLLEGE

PLANT FUND EXPENDITURES TO DATE

September 30, 1975

Exhibit B

<u>BUILDINGS</u>	<u>Expended to June 30, 1975</u>	<u>Expended This Fiscal Year (FY76)</u>	<u>Total Expended to Date 9-30-75</u>
<u>Phasing Campus</u>			
Bldg. 1 thru 7	\$ 917,004.29	\$	\$ 917,004.29
Horticulture Head House	6,511.02		6,511.02
<u>Phase I-A</u>			
Bldg. #20 Utility			
21 Industrial Mfg.			
22 Health Science	2,906,750.94		2,906,750.94
23 Data Process			
23A Data Process Add			
<u>Phase I-B</u>			
Bldg. #24 Media			
25 Food Service	3,316,658.41		3,316,658.41
<u>Phase II-B</u>			
Bldg. #30 Utility			
31 Public Svs. Center			
22A Health Science Add			
32 Applied Science			
Other (Misc. II-B)	77,626.73	(13,683.81)	63,942.92
Part I, Footings-Foundations	465,963.09		465,963.09
Part II, Bldg. 30,31,22A	1,832,334.50	76,452.44	1,908,786.94
Part III, Footings-Foundations	188,028.69		188,028.69
Part IV, Bldg. 32	732,874.57	53,685.70	786,560.27
Part VI, Stu.Svs, Plant Svs	29,346.60	56,059.36	85,405.96
TOTAL PHASE II-B	3,326,174.18	172,513.69	3,498,687.87
<u>House</u>			
901 Trilein, Ankeny	38,304.65		38,304.65
TOTAL BUILDINGS	10,511,403.49	172,513.69	10,684,217.18
<u>II. LAND</u>			
Ankeny Campus	452,112.48		452,112.48
901 Trilein	7,663.64		7,663.64
TOTAL LAND	459,776.12		459,776.12
<u>II. SITE IMPROVEMENTS</u>			
Culverts	6,404.24		6,404.24
Phase II-B, Pt. 5, Park Lot Add	143,159.66	(64.32)	143,095.34
Sewer System	156,122.67		156,122.67
Gas Distribution	2,660.40		2,660.40
Water Mains	38,308.10		38,308.10
Electric Distributions	61,905.39		61,905.39
Walks, Drives, Parking-Bridge	582,085.17		582,085.17
Signs	9,683.45		9,683.45
Misc. Engineering	14,359.79		14,359.79
Sod & Landscaping-Ankeny	9,096.20		9,096.20
Sod & Landscaping-901 Trilein	1,566.09	50.35	1,616.44
TOTAL SITE IMPROVEMENTS	1,025,351.16	(13.97)	1,025,337.19
<u>IV. INTEREST EXPENSE ON LOAN</u>	256,225.36		256,225.36
<u>GRAND TOTAL</u>	<u>\$ 12,252,756.13</u>	<u>\$172,499.72</u>	<u>\$12,425,555.85</u>

DES MOINES AREA COMMUNITY COLLEGE
CASH POSITION - FINANCIAL REPORT
September 30, 1975

	<u>ANKENY STATE BANK</u> General & Revolving Combined Funds	<u>BANKERS TRUST</u> Special Plant	Voted Tax & Sinking Fund
<u>CASH IN BANK:</u>			
Balance Forward 9-1-75	\$(912,708.08)	\$ 5,130.97	\$ 21,856.35
Plus Sept. Receipts	1,345,381.07	64.32	35,922.17
Receipts Journals		185,768.16	
Less Sept. Disbursements	1,583,125.83	148,944.04	
Disbursements Journals	69.50		50,000.00
Plus Void Checks	651,395.24		
Cash Balance	\$ (499,127.10)	\$42,019.41	\$ 7,778.52
 <u>INVESTMENTS:</u>			
Savings Account (5%)	1,000.00		
C.D. 6.0% due 12-31-75			50,000.00
C.D. 6½% due 12-31-75			335,000.00
C.D. 6¾% due 12-31-75			184,200.00
C.D. 6.3% due 12-31-75			44,000.00
Total Investments	\$ 1,000.00	\$ -0-	\$613,200.00
 TOTAL CASH & INVESTMENTS	 \$ (498,127.10)	 \$ 42,019.41	 \$ 620,978.52

UNIQUE CAREER PROGRAM VISITS MANNING

future accountants, commercial artists and typists are going out their intended careers in an unique new program which was opened in Manning this week, and will continue the next 2 weeks.

The program is unique for several reasons. First, the program is brought directly to the students in a trailer, complete with its own instructor. Secondly, the students actually do the activities that are part of the career they are studying.

Kirk Hildebrand, for instance, is a senior. Although he is not sure he wants to be an accountant, he wanted to know more about the career. In the past, Kirk would have been required to talk to his guidance counselor, read brochures about the job, or maybe visit an accounting office or area to get to know more about it.

Through this new program, Kirk had a "career exploration unit." Kirk has been able to learn about the job by attending sessions in a trailer set up on the school grounds.

Kirk brought a calculator to rate a calculator, and has been given a list of activities to do with it. Monday, he spent a one-hour session exploring the accounting career, and Tuesday he returned for two more sessions' work.

Kirk is one of 28 students who visited the trailer Monday, with 40 the maximum number it can hold each day. Six 2-hr. sessions are being held daily, and the students will return until they finish their explorations.

Careers offered this week include business occupations, according to Jan Springmeyer, instructor. Manning students have shown the most interest in areas such as clerk, legal secretary, accounting, bookkeeping, commercial art, and agri business. Mr. Houghton and Denise Mohr, both juniors, said they have been interested in commercial art for some time. They signed up for the program and were given a

The books are called "Project Discovery," compiled by the Southwest Iowa Learning Resource Center in Red Oak. They have been used several years in various high schools around Iowa, mostly during regular classroom time.

Area XI, of which Manning is a part, is the first district in Iowa to bring the mobile career unit to the local high school. It started on a small scale last year and got into full swing this fall. Each high school in Carroll County will be visited as it is brought to at least 29 schools in the district during this school year.

The career exploration program is closely related to the vocational education program started this year, in which 72 Carroll County students are taking auto mechanics and building trades courses.

The guidance counselors of the area have felt these courses are good to prepare students for jobs, but that one thing was lacking, according to Manning Counsellor, Dennis Van Overschelde.

"How can a student make a choice of an occupation without being exposed to it first?" he said. "The career exploration unit should give them this exposure."

The second of the three units will arrive next Monday, and will include service occupations. Units will be available in child care, (day care, nursery school, and pre-school workers), conservation (forestry, range and grasslands, water and soil), cosmetology (beautician, barber, working with senior citizens), environmental monitoring

(environmental engineer, water treatment worker, etc.), greenhouse work, health careers (RN, LPN, lab tech., dental assistant, dental hygienist), law enforcement (police officer, security guard, community corrections work), journalism (reporter, writer, public relations, free-lance), meteorological careers (forecaster, meteorologist, prognosticator), photographic careers, printing processes, (printer, pressman, photoengraver, stripprinter), religious service occupations (minister, religious education, missionary), social worker, surveying,

teaching, travel and tour planning (travel agent, ticket agent, reservations clerk), and working with senior citizens (geriatric nurse, nursing home administrator, aid).

Sept. 22, the trade & industrial unit will arrive for a week-long visit.

The Manning School District will have to pay \$1,700 for the visits of the three units, although the majority of the fee will be reimbursed to the school by the Department of Public Instruction through state and federal grants.

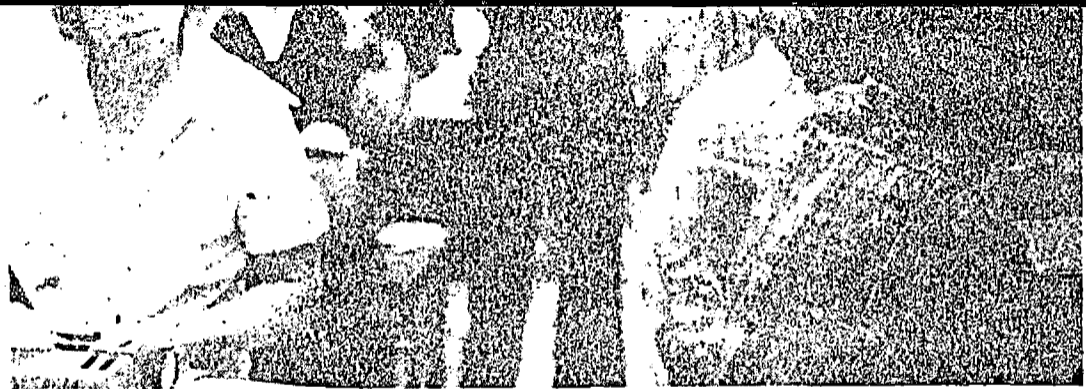


Denise Mohr and Jay Houghton review lesson in commercial art activity book.



in hours of work. They
said, "Now I really want to
do commercial art."

The activity books are
interesting and fun, while
being informative. Through
the use of colorful cartoon
characters, the art book
directed Denise and Jay to
draw a picture from samples
provided. It next told them to
show it away, "destroy it,"
because their future bosses
would probably do the same to
some of their work.



Barb Kalkhoff, a junior, types a form letter as part of clerk-typist career exploration.
At her left is Ken Spence, senior, who is studying accounting problems.

ENROLLMENT REPORT
Fiscal 1975

CAREER EDUCATION	Graduates	Cumulative Enrollment (Headcount)	F.T.E.E.
Accounting Specialist	33	96	137.53
Agricultural Supply	13	47	72.05
Architectural Drafting	15	40	33.24
Associate Degree Nursing	87	150	130.69
Auto Mechanics	32	116	115.51
Auto Parts Specialist	8	20	15.94
Banking	2	209	25.85
Bookkeeping & Accounting	22	50	46.35
Bricklaying & Masonry	9	13	14.82
Building Trades	38	83	72.04
Child Care	18	50	42.32
Clerical - Ankeny	15	50	38.64
Clerical - Boone	8	20	12.99
Clerical - Urban Center	3	12	10.97
Clerk Typist - Ankeny	2	14	7.91
Clerk Typist - Boone	4	15	9.13
Clerk Typist - Urban Center	--	10	6.93
Commercial & Advertising Art	18	46	63.16
Commercial Horticulture	13	41	59.99
Computer Operator	16	26	28.65
Computer Programmer	26	112	118.17
Conditioned Air	18	51	37.68
Consumer Credit	--	5	1.94
Culinary Arts	5	7	8.04
Dental Assistant	29	68	62.95
Dental Hygiene	--	12	15.17
Diesel Mechanics	33	78	101.39
Dietetic Technician	--	10	8.26
Electronics Maintenance	15	49	47.99
Electronics Technology	18	57	79.49
Executive Secretary	9	50	65.40
Fashion Merchandising	12	41	53.28
Health Care Administration	5	96	47.87
Hotel & Restaurant Management	9	27	27.38
Industrial Marketing	13	36	44.85
Insurance	--	45	9.87
Job Shop Machinist	6	15	10.88
Legal Secretary	12	39	47.02
Mechanical Drafting	15	36	33.60
Medical Assistant	23	49	43.37
Medical Laboratory Assistant	22	69	54.97
Medical Laboratory Technician	6	15	11.13
Medical Secretary	24	52	46.81
Operating Room Technician	16	41	31.52
Practical Nursing - Ankeny	74	175	141.45
Practical Nursing - Boone	40	92	92.57
Practical Nursing - Carroll	27	57	58.20
Printing	13	38	34.15
Real Estate	--	104	11.83
Respiratory Therapy Technician	--	17	20.33
Retail Marketing	17	32	44.11
Retail Merchandising	8	18	13.44

CAREER EDUCATION (CONT)	Graduates	Cumulative Enrollment (Headcount)	F.T.E.E.
Secretarial - Ankeny	25	87	76.97
Secretarial - Boone	12	61	51.12
Securities	--	2	.94
Telecommunications	--	18	10.18
Tool & Die Making	13	38	51.93
Welding	33	63	31.86
TOTAL OF FULL-TIME PREPARATORY PROGRAMS	934	2,970	2,592.82

OTHER CAREER EDUCATION		Cumulative Enrollment (Headcount)	F.T.E.E.
SHORT-TERM PREPARATORY			
Key Punch Operator		129	20.24
Nurse Aide - Orderly		297	49.35
	TOTAL	426	69.59
APPRENTICESHIP RELATED			
		78	18.97
SUPPLEMENTARY CAREER EDUCATION			
		10,975	386.12
AGRICULTURAL PRODUCTION FOR VETERANS			
		211	154.00
CAREER EXPLORATION CENTER			
		610	37.10
MOBILE CAREER EXPLORATION CENTER			
		1,006	10.25
SPECIAL CLERICAL PROGRAM (SPECIAL NEEDS)			
		9	7.36
REMEDIAL & RELATED INSTRUCTION (SPECIAL NEEDS)			
		550	35.08
CIVEC			
Auto Body Repair		34	21.01
Cook/chef		39	19.71
Custodial Services		38	15.67
General Merchandising		41	18.87
General Office Clerks		240	155.59
Machineshop		36	17.94
Meat Cutter		31	18.27
Service Station Mechanic		34	20.28
Upholstering		38	21.76
Welding and Cutting		140	57.40
	Total - SKILL CENTER	671	366.50
GRAND TOTAL - CAREER EDUCATION		17,506	3,677.79

GENERAL EDUCATION	Graduates	Cumulative Enrollment (Headcount)	F.T.E.E.
ANKENY CAMPUS			
Community Corrections Associate	7	58	28.42
Community Journalism	--	16	10.43
Social Services	34	79	44.98
Criminalistics	13	24	9.19
Educational Assistant	2	12	9.09
Fire & Fire Safety	--	34	6.30
Law Enforcement	35	338	165.84
Other Para-Professional Programs	--	138	66.24
PARA-PROFESSIONAL TOTAL	91	699	340.49
Pre-Business Administration	(Included in Arts	399	130.82
Other Pre-Professional	& Sciences below)	359	113.38
PRE-PROFESSIONAL TOTAL	--	758	244.20
Arts & Sciences - General	122	1,855	627.92
TOTAL ANKENY CAMPUS	213	3,312	1,212.61

GENERAL EDUCATION (continued)	Graduates	Cumulative Enrollment (Headcount)	F.T.E.E.
<u>BOONE CAMPUS</u>			
Community Corrections	1	4	1.59
Law Enforcement	--	31	5.95
Recreational Leadership	14	62	40.90
PARA-PROFESSIONAL TOTAL	15	97	48.44
PRE-PROFESSIONAL and ARTS & SCIENCES	87	534	246.52
TOTAL - BOONE CAMPUS	102	631	294.96
GRAND TOTAL - GENERAL EDUCATION	315	3,943	1,507.57

ADULT EDUCATION	Cumulative Enrollment (Headcount)	F.T.E.E.
Adult Basic Education	3,576	312.88
High School Completion	2,512	205.65
Course for Drinking Drivers	675	7.43
Other Continuing & Adult Education	12,601	213.55
Extension College Transfer Courses	387	27.92
GRAND TOTAL - ADULT EDUCATION	19,751	767.43
GRAND TOTALS FOR COLLEGE	41,200	5,952.79

ENROLLMENT COMPARISON

Fall, 1974 - Fall, 1975

	Headcount 1973	Headcount 1974	Headcount Change	% Change	Headcount 1975	Headcount Change	% Change
<u>ANKENY/URBAN CAMPUS</u>							
<u>Career Education</u>							
Full-Time	1448	1506	+58	+ 4 %	1661	+155	+10.3%
Part-Time	159	225	+66	+41.5%	273	+ 48	+21.3%
TOTAL	1607	1731	+124	+ 7.7%	1934	+203	+11.7%
<u>Arts & Sciences</u>							
Full-Time	744	811	+67	+ 9.0%	1019	+208	+25.6%
Part-Time	806	1036	+230	+28.5%	1179	+143	+13.8%
TOTAL	1550	1847	+297	+19.2%	2198	+351	+19.0%
<u>BOONE/CARROLL CAMPUS</u>							
<u>Career Education</u>							
Full-Time	112	113	+ 1	+0.9%	144	+ 31	+27.4%
Part-Time	3	8	+ 5	+167.0%	3	- 5	-62.5%
TOTAL	115	121	+ 6	+ 5.2%	147	+ 26	+21.5%
<u>Arts & Sciences</u>							
Full-Time	271	239	-32	-11.8%	287	+ 48	+20.1%
Part-Time	91	144	+53	+58.2%	141	- 3	- 2.1%
TOTAL	362	383	+21	+ 5.8%	428	+ 45	+11.7%
* * * * *							
TOTAL ANKENY/URBAN	3157	3578	+421	+13.3%	4132	+554	+15.5%
TOTAL BOONE/CARROLL	477	504	+ 27	+ 5.7%	575	+ 71	+14.1%
TOTAL ALL CENTERS	3634	4082	+448	+12.3%	4707	+625	+15.3%

COMPARISON OF ENROLLMENT CHANGES

	<u>1973 to 1974</u>		<u>1974 to 1975</u>	
	Headcount	% of Total Change	Headcount	% of Total Change
Full-Time	+ 94	21.0%	+442	70.7%
Part-Time	+354	79.0%	+183	29.3%
TOTAL	448	100%	625	100%

Visit Board
Vice President
Dean
Members

Exhibit E
Dennis E. Jordan
Route 2
Ankeny

RECEIVED
SEP 26 1975
SUPT'S OFFICE

Dear Mr. Lowery,

The school policy against smoking in classrooms is ineffective. Both instructors and students smoke in classrooms, and will not stop even when reminded by a student (me). The only instructor I know who will not stop smoking in class is Mr. Branigan. I will not attend his drafting class until he stops. Students always smoke in classrooms when no instructor is present. They often carry books into the classroom between classes and then stand around talking and smoking for five minutes before going back to the hall. When smoking is allowed in hallways, the movement of people between the rooms and the air circulation equipment will spread smoke throughout most classrooms.

Smoking should not be allowed in classrooms, hallways, library and study areas, in compulsory situations like registration lines, or at any location where student fees or tax money is used to provide some type of service to students. This change in policy is justified because 1) all students have a right to use the facilities of the college, including study areas, offices (like the placement office), and all activities paid for by the activity fees.

2) Everyone has the right not to smoke.

3) If one person smokes, everyone around him must smoke, too.

Smokers produce soot, CO, benzopyrene, ammonia, and hundreds of other compounds in amounts that are harmful to anyone near them, even in well-ventilated rooms or outdoors. (If you want more information or evidence of this, you could see Science Digest, Dec 74, p. 34)

A simple solution would be to ban smoking everywhere on campus. If you think that suggestion is unworkable, you must at least ban it everywhere a student or faculty member may need or want to be. And the rules must be enforced. Violations should carry at least as large a fine as speeding, and some school employees or responsible student officers should see to enforcement.

Personally, this is a big problem. One of my instructors smokes in class. I have to wait for 20 minutes a day in polluted hallways, and I haven't found 1 place where I can study anywhere at the college. I was more upset each day and finally began making plans to contact the American Cancer Society and the Lung Association, the Civil Liberties Union, Ralph Nader, the state attorneys, and everyone else who might be able and willing to help. But Mr. Wilcox pointed out that the logical first step would be to write to you and perhaps avoid courts and lawsuits and long proceedings. I hope something can be done.

DMACC FOUNDATION BOARD RECOMMENDATION

We recommend the following nominees to 3-year terms, commencing October 1975:

Dr. Rodney Carlson
Ankeny Medical Center
215 Walnut Street
Ankeny, Iowa 50021

Mr. Frank Lint
Frank Lint Home Builders, Inc.
118 Westview Shopping Center
Ankeny, Iowa 50021

Mr. Richard Tays
1311 Parkside Drive
Boone, Iowa 50036

Mr. Davey G. Kuskulis
Kaser Construction
7200 Hickman Road
P. O. Box 3569
Des Moines, Iowa 50322

Dr. Clement "Pete" O'Meara
530 39th Street
Des Moines, Iowa 50312

Ratification of the above list will bring the Foundation Board membership to 22 members of a full complement of 27.

DES MOINES AREA COMMUNITY COLLEGE

MECHANICAL ENGINEERING TECHNOLOGY

Winter, 1975

Three-Year Term

Al Rasmussen, Chief Industrial Eng.
 AMF Western Tool Division
 3811 McDonald Avenue
 Box 357
 Des Moines, IA 50302
 Telephone: 265-3461

Jim Neilson, Plant Engineer
 Massey-Ferguson
 1901 Bell Avenue
 Des Moines, IA 50315
 Telephone: 284-2011

James J. Ritz, Personnel Manager
 Pittsburgh-Des Moines Steel
 1015 Tuttle Street
 Des Moines, IA 50308
 Telephone: 243-3261

Two-Year Term

Richard Hook, Mgr. Product Eng. Services
 John Deere Des Moines Works
 Highway 415 N.
 Box 1595
 Des Moines, IA 50306
 Telephone: 283-3712

Morris Sigurdson Manager of Training
 The Maytag Company
 403 West 4th Avenue East
 Newton, IA 50208
 Telephone: 792-7000

Roshan Chhabra, Dir. Research & Dev.
 Winpower Manufacturing Company
 1207 First Avenue East
 Newton, IA 50208
 Telephone: 792-1301

One-Year Term

George Charbonneau, Supervisor
 Engineering Test Lab
 Sundstrand Hydro-Transmission Div.
 2800 East 13th Street
 Ames, IA 50010
 Telephone: 232-3370

Kenneth De Haan, Maintenance Supvsr.
 Pella Rolscreen
 Pella, IA 50219
 Telephone: 628-1000

Daniel R. Price
 1375 Hawthorne Apartments
 Ames, IA 50010
 Telephone: 292-6852

Roland Jenson
 Freshman Engineering Department
 Marston Hall
 Room 112
 Iowa State University
 Ames, IA 50010
 Telephone: 294-8355

DES MOINES AREA COMMUNITY COLLEGE
 CASH POSITION - FINANCIAL REPORT
 September 30, 1975

	<u>ANKENY STATE BANK</u>	<u>BANKERS TRUST</u>	
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