

Des Moines Area Community College

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Board of Directors Meeting Minutes

9-8-1975

Board of Directors Meeting Minutes (September 8, 1975)

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

REGULAR MEETING

SEPTEMBER 8, 1975 The regular meeting of the Des Moines Area Community College Board of Directors was held in Building #31, Ankeny campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, on September 8, 1975. The meeting, which was preceded by a dinner and discussion with the Heartland Area Education Agency Board of Directors, was called to order by Max Kreager, Vice President, at 7:00 p.m.

ROLL CALL

Members present: Maurice Campbell
Cecil Galvin
Harold Welin
Walter Hetzel
Harry Bloomquist
Max Kreager

Members absent: Donald Rowen
Rodney Carlson
Rolland Grefe

Others present: Paul Lowery, President
Jack Asby, Vice President, Business Affairs
Curt Wiberg, Administrative Assistant
Irv Steinberg, Controller/Board Secretary
Gary Wilcox, Dean, General Education
Don Rhead, Director, Personnel
Mearle Griffith, Director, College Relations
Joe Borgen, Vice President, Instruction
Al Suby, Project Supvr., Planning & Mgmt Systems
John Boesen, Student Senate President

APPROVAL OF
MINUTES

It was moved by M. Campbell, seconded by H. Welin, that the minutes of the regular board meeting held August 11, 1975 be approved as presented. Motion passed.

NEW
PERSONNEL

It was moved by H. Bloomquist, seconded by W. Hetzel, 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>
Melvin Holthus	Bkp./Acctg, Boone	\$13,217	9- 6-75
William Eckel	Bldg. Trades, Program Chm.	15,431	9- 2-75
Tom Nelson	Journalism, Program Chm.	13,230	9- 2-75
Byron Strom	Chemistry	10,573	9- 8-75
Mary Wilk	English, Urban Center	11,459	9- 8-75
Bobby Dresback	Programmer	12,250	9-10-75
Gary Nelson	Biology	10,573	9- 8-75
Duane Van Hemert	Building Trades	11,557	9- 2-75
Louise Miller	Office Education	10,573	9- 8-75
Cheryl Goodrich	Computer Programmer	12,344	9- 8-75
Myrna Maurer	Key Punch	9,688	9- 8-75
Jo Ann Reinboth	ADN	10,836	9- 2-75

NEW PERSONNEL (continued)	Name	Position	Salary	Eff. Date
	James Giles	Graphic Arts Evaluator, CEC	\$9,800	9-8-75
	Kenneth Fritchard	Sociology, Urban/Ankeny	9,245	9-8-75
	Connie Gunkel	Secretarial	10,131	9-8-75
	Susan Anderson	Health Coord., Short Course	13,500	9-8-75
	Phyllis Thompson	Reading	13,217	9-8-75
	Harry Hamilton	Meat Cutting, CIVEC	13,217	9-8-75

Motion passed.

RESIGNATIONS

It was moved by H. Welin, seconded by C. Galvin, that the following resignations be accepted:

Marv Yarrow, Building Trades, August 15, 1975
 Dave Kinsey, Building Trades, September 5, 1975
 Loyciene Mosher, ORT, August 14, 1975
 Peggy Threadgill, Secretarial/Clerical, August 15, 1975

Motion passed.

APPROVAL OF
LEGAL ASSISTANT
PROGRAM

It was moved by H. Welin, seconded by H. Bloomquist, that approval be given to offering the Legal Assistant program. Motion passed.

FINAL ACCEPTANCE
OF PHASE IIB,
PARTS 2 & 4,
CONSTRUCTION

It was moved by M. Campbell, seconded by W. Hetzel, that the following contracts be accepted as completed and that payment of the retainer, as indicated, be made to the contractor thirty days from this date. Further, that the amounts as indicated will be withheld until such time that all remaining punch list items are completed. The remaining punch list items are identified in the Wilkins, Bussard & Dikis letter to the Board, dated September 4, 1975, a copy of which is attached hereto and made a part of these minutes.

<u>Project</u>	<u>Contractor</u>	Amount to be Paid in 30 Days	Amount to be Paid after Punch List is Complete
Phase IIB, Part 2	Proctor Mech. Corp.	\$102,503.00	\$ 5,000.00
Phase IIB, Part 4	Proctor Mech. Corp.	21,494.37	10,000.00

Motion passed.

PURCHASE OF
LOT IN CARROLL

It was moved by H. Bloomquist, seconded by M. Campbell, that approval be given to the purchase of a lot, 101 ft. x 152 ft., located in Carroll, Iowa, from Bierl Development Corporation, for the sum of \$6,500. The lot is described as "Lot 1, Appletown Addition," with said lot to be used for the construction of a house by the Carroll Building Trades students. Motion passed.

APPROVAL OF
HOUSE PLANS FOR
CARROLL BUILDING
TRADES

It was moved by W. Hetzel, seconded by H. Welin, that the proposed house plans, consisting of a 3-bedroom ranch type house with attached garage, be approved for construction by the Building Trades students at Carroll. Motion passed.

APPROVAL OF
AGREEMENT WITH
GILBERT
COMMUNITY SCHOOL
DISTRICT

It was moved by M. Campbell, seconded by H. Welin, that the proposed agreement between Des Moines Area Community College and Gilbert Community School District for the purpose of providing pre-career and career educational offerings to high school students be approved and that the Superintendent, Board President, and Secretary be authorized to sign said agreement. Motion passed.

APPOINTMENT OF
ACCT CONVENTION
DELEGATES

A motion was made by W. Hetzel, seconded by H. Welin, that Don Rowen be designated as delegate and Cecil Galvin as alternate, representing the Des Moines Area Community College at the national convention of the Association of Community College Trustees being held October 2-4, 1975 at Miami Beach, Florida. Motion passed.

APPROVAL OF LEASE
FOR KNOXVILLE
ELECTRICAL TRADES
PROGRAM

It was moved by H. Welin, seconded by M. Campbell, that approval be given for a one year lease with Veterans Administration at Knoxville, Iowa, for 2250 sq. ft. of space on third floor of Building #27, located on the premises of the Knoxville Veterans Hospital, to be used to house the high school electrical trades program. The lease provides for reimbursement from Des Moines Area Community College to Veterans Administration for utility expenses. Motion passed.

INSTITUTIONAL
MEMBERSHIP TO
CUPA

It was moved by W. Hetzel, seconded by H. Welin, that approval be given to payment of \$300 for institutional membership in College and University Personnel Association for the 1975-76 school year. Motion passed.

APPROVAL TO
MIECC
AGREEMENT

It was moved by W. Hetzel, seconded by M. Campbell, that approval be given to the proposed amendment to the joint agreement, dated November 24, 1970, between Des Moines Area Community College, Des Moines Independent Community School District, and Polk County School System, which makes the Heartland Area Education Agency XI a party to the joint agreement, replacing the Polk County School System, and that the Board President and Secretary be authorized to sign said amendment. Motion passed.

APPROVAL OF
AGREEMENT FOR
VOCATIONAL
REHABILITATION
SERVICES

It was moved by W. Hetzel, seconded by M. Campbell, that approval be given to an agreement with the State Department of Public Instruction whereby the sum of \$6,000 will be paid in full by April 1, 1976 for one full-time vocational rehabilitation counselor and secretary, employed by the Department of Public Instruction and assigned to the Des Moines Area Community College, Ankeny campus, for the fiscal year July 1, 1975 through June 30, 1976, and that the Board President and Secretary be authorized to sign said agreement in the form of a "Statement of Understanding." Motion passed.

COMPLIANCE WITH
EQUAL PAY
PROVISIONS OF
FAIR LABOR
STANDARDS ACT

It was moved by H. Welin, seconded by W. Hetzel, that the Des Moines Area Community College administrative staff be authorized to pursue with the Des Moines Area Community College attorney the course of action considered appropriate as a response to the U.S. Department of Labor concerning their investigation under the equal pay provisions of the Fair Labor Standards Act. Motion passed.

APPROVAL TO
CONSTRUCT BALL
DIAMONDS

It was moved by C. Galvin, seconded by W. Hetzel, that approval be given for the Ankeny Jaycees to construct one softball and one baseball diamond for Little League on the Ankeny campus, provided that the diamonds be located in accord with the campus master plan and that they be of a size to conform to college size ball diamonds, with the terms of the lease for such facilities to be for a minimum of five years. Motion passed.

CLAIMS AND
ACCOUNTS

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

EXECUTIVE
SESSION

It was moved by H. Bloomquist, seconded by M. Campbell, that the Board go into executive session to discuss personnel matters. Motion passed and all persons present other than board members were excused from the meeting at 9:30 p.m.

RECONVENE OF
REGULAR
MEETING

The regular board meeting reconvened at 9:50 p.m. All board members present prior to the executive session were again present, in addition to the Board Secretary.

DESIGNATION OF
SUPERINTENDENT
ANNUITY PAYMENTS

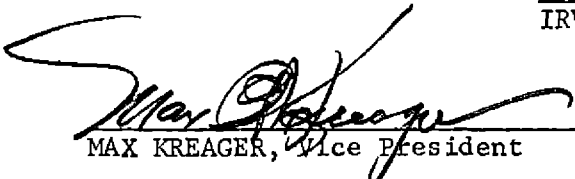
It was moved by W. Hetzel, seconded by M. Campbell, that the retirement annuity contract for President Lowery, which was approved at the August 11, 1975 board meeting, be issued to provide for premium payments to be made on a monthly basis at the end of each month. Motion passed.

ADJOURNMENT

It was moved by C. Galvin, seconded by W. Hetzel, that the meeting be adjourned. Motion passed and the meeting adjourned at 10:00 p.m. The next regular meeting was set for October 13, 1975 at the Boone campus, with a special meeting planned for 7:30 p.m., September 24, 1975, Board Room, Ankeny campus.



IRV STEINBERG, Secretary



MAX KREAGER, Vice President

WILKINS BUSSARD & DIKIS

September 4, 1975

Board of Directors
Des Moines Area Community College
2006 Ankeny Blvd.
Ankeny, Iowa 50010

Re: Final Acceptance
Mechanical Construction - Part 2 and Part 4

Gentlemen:

We recommend final acceptance by resolution of the Board for the following contract:

Mechanical Construction Contract: Part 2 and Part 4 - Proctor Plumbing and Heating.

The construction is complete with the exception of the following items:

Part 2

1. Temperature Control - Static Pressure Problems
2. Cooling Tower Door
3. Caulking of Cooling Tower Piping at Bldg. 20
4. Final adjustment of Cooling Tower Fan by manufacturer
5. Miscellaneous final grading to be completed by Sod Contractor
6. Pipe pit debris clean-up - Bldg. 31
7. Touch-up painting of chiller and boiler.

Part 4

1. Balancing and Testing Reports
2. Sound Testing Reports
3. Drain pan leak onto casing floor
4. Maintenance manuals.

We are withholding five thousand dollars from the final payment on Part 2 and ten thousand dollars from the final payment on Part 4 to complete the above items.

As recommended by the Owner's attorney, final payment will be made for the above contract 30 days after acceptance by the Board.

Sincerely,



H. Kennard Bussard, AIA

Copies: Bob Flanagan, Env. Eng.
Proctor Plumbing

HKB/ldm

DES MOINES AREA COMMUNITY COLLEGE

Agenda - Regular Meeting
Monday, September 8, 1975

5:30 P.M. DINNER AND DISCUSSION WITH HEARTLAND AREA EDUCATION AGENCY
BOARD OF DIRECTORS - Building #25, Room 2503B, Ankeny campus

7:00 P.M. CALL TO ORDER OF REGULAR MEETING - Building #31, Room 3115

1. APPROVAL OF MINUTES - August 11, 1975 regular meeting *M. CAMPBELL
2d H. Welin*

2. PERSONNEL (Exhibit A)

New

- a. Melvin Holthus, Bookkeeping-Accounting, Boone
- b. William Eckel, Building Trades, Ankeny
- c. Tom Nelson, Program Chairperson-Community Journalism, Ankeny
- d. Byron Strom, Chemistry, Ankeny
- e. Mary Wilk, English, Urban Center
- f. Bobby Dresback, Programmer, Ankeny
- g. Gary Nelson, Biology, Ankeny
- h. Duane Van Hemert, Building Trades, Ankeny
- i. Louise Miller, Office Education, Ankeny
- j. Cheryl Goodrich, Computer Programmer, Ankeny
- k. Myrna Maurer, Key Punch, Ankeny
- l. Jo Ann Reinboth, AD Nursing, Ankeny
- m. James Giles, Graphic Arts Evaluator, Ankeny
- n. Kenneth Pritchard, Sociology, Urban and Ankeny Centers
- o. P. G. R. (Supplemental)

Resignations

- a. Marv Yarrow, Building Trades, August 15, 1975
- b. Dave Kinsey, Building Trades, September 5, 1975
- c. Loyciene Mosher, OR Technician, August 14, 1975
- d. Peggy Threadgill, Secretarial/Clerical, August 15, 1975
- e. Lynn Gossen (Supplemental)

3. REPORTS

- a. ICASB - Kreager → *telenetwork by Oct 1 expected*
- b. Mid-Iowa Computer Center - Hetzel
- c. Randtriever - \$30M being withheld -
- d. Financial -
- e. Capital fund levy

4. COMMUNICATIONS

- a. Letter from U.S. Department of Labor concerning the investigation under the equal pay provisions of the Fair Labor Standards Act (Exhibit B)

5. UNFINISHED BUSINESS

- a. Selection of members for General Advisory Committee

6. NEW BUSINESS

- a. Consideration of approval of Legal Assistant program. *H. Welin 2d H. Bloomquist*
- b. Consideration of acceptance of mechanical contracts, Phase IIB, Parts 2 & 4, with 10% of final payment withheld for 30 days until work is completed.

- c. Consideration of purchase of lot in Carroll on which building trades students will construct house. \$6500 101' x 152'

*H. Bloomquist
2d W. Hetzel*

*H. Welin
2d C. Galvin*

*H. Bloomquist
2d M. Campbell*

W. Hetzel, rd H. Welin

3 BR attached garage
\$ 33,500 cost estimate
1100 sq ft

H. Welin
rd. M. Campbell

6. NEW BUSINESS (continued)

3rd floor
Elec 27
M. Campbell
rd H. Welin

- d. Plans for house to be built in Carroll by students.
- e. Consideration of 1-year lease agreement with Veterans Administration at Knoxville to house high school electrical trades program.
- f. Consideration of agreement between DMACC and Gilbert Community School District for the purpose of providing pre-career and career educational offerings to high school students.
- g. Appoint voting delegate and alternate to ACCT convention in Miami.
- h. Consideration of institutional membership in College & University Personnel Association for the year July 1, 1975-June 30, 1976 in the amount of \$300. W. Hetzel, rd H. Welin
- i. Approval of amendment to the MIECC agreement which in effect makes the Heartland Area Education Agency a party to the joint agreement, replacing the Polk County School System.
- j. Consideration of agreement between DPI and DMACC for professional services for one vocational rehabilitation counselor and one secretary for the period July 1, 1975 - June 30, 1976. The cost of the agreement is \$6,000. W. Hetzel, rd M. Campbell

W. Hetzel
rd M. Campbell

7. PRESENTATION OF CLAIMS AND ACCOUNTS - C. Galvin, rd H. Welin

8. ADJOURNMENT

Assoc of Com. College Trustees
Oct 2-4, 75 - H. Welin, rd M. Campbell

Don. Lowman delegate
C. Galvin alternate

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Supplemental Agenda

2. PERSONNEL

New

- o. Connie Gunkel, Secretarial, Ankeny
- p. Susan Anderson, Health Coordinator, Ankeny
- q. Phyllis Thompson, Reading, Ankeny
- r. Harry Hamilton, Meat Cutting, CIVEC

Resignations

- e. Lynn Gossen, Nurse/Counselor, CIVEC, September 16, 1975

6. NEW BUSINESS

- k. Consideration of permitting the Jaycees to construct two ball diamonds on campus--1 softball and 1 baseball for Little Leaguers. *approved* It is proposed that the diamonds be located in accord with our master plan and that they be of a size to conform to college size ball diamonds. *with* The terms of the lease would be for not less than a five year period. *with*

E. Galvin, 2d w. Hetzel

INFORMATION

- a. Official enrollment data as verified by the State Auditor for FY74

Supplemental Resume'

Name: Connie Gunkel
Age: 25
Position: Secretarial instructor
Division: Career Education
Recommended salary: \$10,131 annual
Most recent salary: \$750/mo.
Salary in relation to staff w/similar qualifications: Similar
Education: B.S. in Business Education
Experience: 1½ yrs. teaching; 4½ yrs. working
Reason for recommending this person: Experience; attitude of helping individuals
Beginning date of employment: September 8, 1975
Length of contract: 9 months
Reason for employment: Replacement for Peg Threadgill, whose husband was transferred to Oklahoma

** ** *

Name: Susan Anderson
Age: 29
Position: Health Coordinator - Short Courses
Division: Adult Education
Recommended salary: \$13,500 annual
Most recent salary: \$10,000 annual
Salary in relation to staff w/similar qualifications: Similar
Education: R.N.
Experience: 4 yrs. nursing; 6 mos. teaching
Reason for recommending this person: Has basic qualifications for position; dedicated to her profession; conscientious; self-started
Beginning date of employment: September 8, 1975
Length of contract: 12
Reason for employment: Temporary replacement for Mary Feuling during her pregnancy leave.

** ** *

Name: Phyllis Thompson
Age: 51
Position: Reading instructor, Comprehensive Learning Center
Division: Adult Education
Recommended salary: \$13,217 annual
Most recent salary: On commission basis
Salary in relation to staff w/similar qualifications: Within limits (below salary guide)
Education: B.S. in English + 18 qtr. hrs.
Experience: 3 yrs. teaching; 10 year work
Reason for recommending this person: Experience and has done substitute teaching at DMACC
Beginning date of employment: September 8, 1975
Length of contract: 5 months
Reason for employment: Replacement for Nancy Johnson, who is on leave of absence

(Over)

Name: Harry Hamilton
Age: 47
Position: Meat Cutting instructor, CIVEC
Division: Career Education
Recommended salary: \$13,217 annual
Most recent salary: \$13,800 annual
Salary in relation to staff
w/similar qualifications: Comparable
Education: High school & vocational school
Experience: 27 yrs. work
Reason for recommending this
person: Best qualified
Beginning date of employment: September 8, 1975
Length of contract: 12 months
Reason for employment: Replacement for Steve Gustafson, who was temporary

STUDENTS ELIGIBLE FOR STATE GENERAL AID

Merged Area	Career Education	College Parallel	Adult Education				Activities Related To Instruction	Grand Total
			Career	College Parallel	General Adult	Total Adult		
I	1,064.51	- 0 -	305.53	- 0 -	195.38	500.91	- 0 -	1,565.42
II	705.40	1,010.51	304.98	108.29	121.29	534.56	- 0 -	2,250.47
III	798.68	763.91	155.49	13.68	147.39	316.56	- 0 -	1,879.15
IV	708.86	- 0 -	110.00	- 0 -	12.80	122.80	- 0 -	831.66
V	838.25	1,086.25	384.51	- 0 -	102.99	487.50	- 0 -	2,412.00
VI	504.02	1,040.87	337.40	- 0 -	123.80	461.20	- 0 -	2,006.09
VII	1,681.83	- 0 -	256.31	- 0 -	367.24	623.55	- 0 -	2,505.38
IX	1,127.75	721.69	144.92	2.04	205.37	352.33	- 0 -	2,201.77
X	2,204.19	1,119.92	407.69	- 0 -	386.46	794.15	- 0 -	4,118.26
XI	2,573.91	1,337.09	500.04	6.35	731.19	1,237.58	- 0 -	5,148.58
XII	907.99	- 0 -	432.53	- 0 -	182.28	614.81	- 0 -	1,522.80
XIII	817.20	582.58	420.54	.65	122.45	543.64	- 0 -	1,943.42
XIV	2,181	208.92	259.01	- 0 -	45.64	304.65	- 0 -	775.18
XV	1,037.75	258.55	240.31	12.10	439.05	691.46	66.35	2,062.11
XVI	15	12	104.25	50.55	121.80	300.99	- 0 -	1,540.11
	20,008.80	3,817.74	4,153.57	113.90	3,309.19	7,846.69	66.35	32,788.40

AUDITED FIGURES AS OBTAINED
FROM AUDIT REPORTS FOR
FISCAL YEAR 1974

ENROLLMENTS - SCHOOL YEAR 1973-74

HEADCOUNTS-INCLUDING STUDENTS NOT ELIGIBLE FOR STATE GENERAL AID

Merged Area	CAREER EDUCATION			COLLEGE PARALLEL			ADULT EDUCATION						ACTIVITIES RELATED TO INSTRUCTION			Sub-Total		Grand Total
	F-T	P-T	Total	F-T	P-T	Total	Career		Coll Parallel		Gen. Ad		F-T	P-T	Total	F-T	P-T	
I	1187	449	1636	-0-	-0-	-0-	-0-	9823	-0-	-0-	12895	22718	-0-	-0-	-0-	1187	23167	24354
II	524	40	564	988	290	1278	-0-	6455	153	298	7040	13946	-0-	-0-	-0-	1665	14123	15788
III	776	94	870	836	151	987	-0-	7068	-0-	262	6957	14287	-0-	-0-	-0-	1612	14532	16144
IV	706	196	902	-0-	-0-	-0-	-0-	3161	-0-	-0-	1865	5026	-0-	-0-	-0-	706	5222	5928
V	840	333	1173	1101	417	1518	-0-	8609	-0-	-0-	7747	16356	-0-	-0-	-0-	1941	17106	19047
VI	490	96	586	1214	653	1867	259	7442	-0-	-0-	10620	18321	-0-	-0-	-0-	1963	18811	20774
VII	2224	1211	3435	-0-	-0-	-0-	-0-	5715	-0-	-0-	14679	20394	-0-	-0-	-0-	2224	21605	23829
IX	1762	87	1849	840	397	1237	-0-	3742	-0-	31	8273	12046	-0-	-0-	-0-	2602	12530	15132
X	2628	1796	4424	1326	1730	3056	105	10728	-0-	-0-	17345	28178	-0-	-0-	-0-	4059	31599	35658
XI	2533	910	3443	1529	1710	3239	156	9016	-0-	81	24543	33796	886	-0-	886	5104	36260	41364
XII	1371	-0-	1371	-0-	-0-	-0-	-0-	5218	-0-	-0-	12613	17831	-0-	-0-	-0-	1371	17831	19202
XIII	917	300	1217	611	660	1271	435	5523	-0-	10	8116	14084	-0-	-0-	-0-	1963	14609	16572
XIV	496	-0-	496	249	44	293	-0-	3961	-0-	-0-	4255	8216	-0-	-0-	-0-	745	8260	9005
XV	1330	42	1372	487	46	533	289	9631	-0-	191	8514	18625	-0-	16727	16727	2106	35151	37257
XVI	670	269	939	-0-	-0-	-0-	-0-	4225	-0-	389	2182	6796	-0-	-0-	-0-	1420	7941	9361
TOTALS	18454	5823	24277	9931	2974	16905	1244	100317	107	1262	147644	250620	886	16727	17613	30668	275747	509415

PERSONNEL RESUME'

Name: Melvin Holthus
 Age: 32
 Position: Bookkeeping-Accounting - Boone
 Division: Career Education
 Recommended salary: \$13,217 annual
 Most recent salary: \$10,000 annual
 Salary in relation to staff
 w/similar qualifications: Similar
 Education: M.A. Business
 Experience: 5 yrs. teaching; 3 yrs. industrial
 Reason for recommending this
 person: Best qualified applicant
 Beginning date of employment: September 6, 1975
 Length of contract: 12 months
 Reason for employment: Addition

** ** **

Name: William Eckel
 Age: 58
 Position: Building Trades - Program Chairman
 Division: Career Education
 Recommended salary: \$15,431 annual
 Most recent salary: \$14,300 estimated (self employed)
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: High School & various service schools
 Experience: 27 yrs. in building trades industry - self employed
 last 23 yrs
 Reason for recommending this
 person: Very competent on building trades & knows a wide range
 of crafts within the industry. Highly recommended
 Beginning date of employment: September 2, 1975
 Length of contract: 12 months
 Reason for employment: Replacement for Marv Yarrow, who will be self employed

** ** **

Name: Tom Keith Nelson
 Age: 34
 Position: Community Journalism - Program Chairperson
 Division: Arts & Science
 Recommended salary: \$13,230 annual
 Most recent salary: \$240/week
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: M.S. in Education
 Experience: 6 yrs. teaching; 1 yr. sports editor & reporter
 Reason for recommending this
 person: Education; experience; personal interviews; and
 high recommendations
 Beginning date of employment: September 2, 1975
 Length of contract: 9 months
 Reason for employment: Replacement for Mearle Griffith, who is now College
 Relations Director

Name: Byron M. Strom
 Age: 28
 Position: Chemistry instructor
 Division: Arts & Science
 Recommended salary: \$10,573 annual
 Most recent salary: \$10,400 annual
 Salary in relation to staff w/similar qualifications: Comparable
 Education: M.S. in Chemistry + 42 hours
 Experience: 1 yr. teaching
 Reason for recommending this person: Educational background and recommendations
 Beginning date of employment: September 8, 1975
 Length of contract: 9 months
 Reason for employment: Replacement for Burgess Shriver, who is now Director of Math, Science & Engineering Dept.

** ** *

Name: Mary Beth Wilk
 Age: 34
 Position: English instructor, Urban Center
 Division: Arts & Science
 Recommended salary: \$11,459 annual
 Most recent salary: \$300/mo.
 Salary in relation to staff w/similar qualifications: Similar
 Education: M.A. in English + 24 hours
 Experience: 3 yrs. teaching
 Reason for recommending this person: Experience; personality; apparent adaptability; and recommendations
 Beginning date of employment: September 8, 1975
 Length of contract: 9 months
 Reason for employment: Addition

** ** *

Name: Bobby E. Dresback
 Age: 22
 Position: Programmer
 Division: Planning & Management
 Recommended salary: \$12,250 annual
 Most recent salary: \$11,754 annual
 Salary in relation to staff w/similar qualifications: \$2,000 less than comparable position
 Education: AAS degree from DMACC
 Experience: 2 yrs. work
 Reason for recommending this person: Highly qualified; graduate of DMACC
 Beginning date of employment: September 19, 1975
 Length of contract: 12 months
 Reason for employment: Replacement for Bob Richard, who took new position

Name: Gary Nelson
 Age: 25
 Position: Biology instructor
 Division: Arts & Science
 Recommended salary: \$10,573 annual
 Most recent salary: \$2,400 (grad. school)
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: M.S. in biology + 25 hours
 Experience: 3 yrs. teaching
 Reason for recommending this
 person: Educational background; experience
 Beginning date of employment: September 8, 1975
 Length of contract: 9 months
 Reason for employment: Replacement for Dorothy Franke, who is now Associate
 Dean, Arts & Science

** ** **

Name: Duane Van Hemert
 Age: 25
 Position: Building Trades instructor
 Division: Career Education
 Recommended salary: \$11,557 annual
 Most recent salary: \$10,800 annual
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: DMACC Building Trades graduate; 2 yrs. @ ISU in Architectural
 Experience: 2 yrs. work
 Reason for recommending this
 person: Very familiar w/present building trades program & would
 provide continuity to program since both instructors
 are leaving; capability
 Beginning date of employment: September 2, 1975
 Length of contract: 12 months
 Reason for employment: Replacement for David Kinsey, who will be self-employed

** ** **

Name: Louise Miller
 Age: 54
 Position: Office Education instructor
 Division: Adult Education
 Recommended salary: \$10,573 annual
 Most recent salary: \$9,000 annual
 Salary in relation to staff
 w/similar qualifications: Similar
 Education: B.S. in Business Education + 12 semester hours
 Experience: 9 yrs. teaching
 Reason for recommending this
 person: Work experience at DMACC since 1968, part-time &
 half-time
 Beginning date of employment: September 8, 1975
 Length of contract: 9 months
 Reason for employment: Expansion of program which necessitated full-time
 employment

Name: Cheryl Goodrich
 Age: 31
 Position: Computer Programmer instructor
 Division: Career Education
 Recommended salary: \$12,344 annual
 Most recent salary: \$12,650 annual
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: B.A. in Math
 Experience: 3 yrs. work; 6 yrs. teaching
 Reason for recommending this
 person: Best applicant; very good teaching record; taught for
 DMACC for 5 years
 Beginning date of employment: September 8, 1975
 Length of contract: 9 months
 Reason for employment: Replacement for Richard Arrowood, who went into
 ministry on full-time basis

** ** **

Name: Myrna A. Maurer
 Age: 35
 Position: Key Punch instructor
 Division: Career Education
 Recommended salary: \$9,688 annual
 Most recent salary: \$7,942 annual
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: 21 hrs. from A.A. degree at DMACC
 Experience: 10 yrs. work; 6 mos. teaching
 Reason for recommending this
 person: Best qualified applicant; capabilities; has been teaching
 at DMACC since January
 Beginning date of employment: September 8, 1975
 Length of contract: 9 months
 Reason for employment: Addition

** ** **

Name: Jo Ann Reinboth
 Age: 37
 Position: AD Nursing instructor
 Division: Career Education
 Recommended salary: \$44/day - daily part-time
 Most recent salary: \$10,836 annual
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: R.N. from Lutheran Hospital School of Nursing
 Experience: 11 yrs. staff nurse; 2 yrs. teaching
 Reason for recommending this
 person: Highly recommended; good clinical experience and
 also teaching experience
 Beginning date of employment: September 2, 1975
 Length of contract: 140 days
 Reason for employment: Replacement for Debra Brown, who moved out of state

Name: James K. Giles
 Age: 24
 Position: Graphic Arts Evaluator, Career Exploration Center
 Division: Student Personnel Services
 Recommended salary: \$9,800 annual
 Most recent salary: \$7,800 annual
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: 2 yrs. ISU; 1 yr. Grand View; 6 mos. DMACC printing
 Experience: 2 yrs. work
 Reason for recommending this
 person: Training; experience; interest; attitude
 Beginning date of employment: September 8, 1975
 Length of contract: 12 months
 Reason for employment: Replacement for Bruce Dayton, who left for a higher
 paying job

** ** **

Name: Kenneth Pritchard
 Age: 24
 Position: Sociology instructor, Urban Center & Ankeny Center
 Division: Arts & Science
 Recommended salary: \$9,245 annual
 Most recent salary: \$624/mo.
 Salary in relation to staff
 w/similar qualifications: Same
 Education: M.A. in Sociology
 Experience: 1 yr. work; graduate assistant
 Reason for recommending this
 person: Qualified for position; personable; will be good
 model for black students
 Beginning date of employment: September 8, 1975
 Length of contract: 9 months
 Reason for employment: Replacement for Daniel Goicoechea, who resigned because
 he felt he did not have enough involvement with minorities
 at the Urban Center

Memorandum

**des moines area
community college**

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

DATE September 8, 1975

TO Board of Directors

FROM Paul Lowery *PL*

Location

Location

RE: Background Information on AEA Joint Meeting - September 8, 1975

AEA Board Members and Staff Attending

Dr. Richard Lampshire, president
Dr. William Underhill, vice president
Mr. E. E. Andrews
Mr. Ragan Brock
Mrs. John W. Carr
Mr. Dean R. Cox
Dr. Michael J. Hall
Mr. Ralph I. Lynn
Mr. Donald Vanden Berg
Mr. K. W. Miller, chief administrator
Mrs. Margaret Korshun, board secretary
Mrs. Barbara Purdue, secretary to administrator

Legislative Background

Prior to the establishment of AEA, earlier permissive legislation allowed joint county cooperation for pooling resources to meet special educational needs of elementary and secondary schools. The legislature was concerned with upgrading, therefore it mandated that existing programs be maintained at the same level. The 65th General Assembly passed legislation (SF 1163) creating 15 AEA units co-terminous with area school boundaries, with full implementation July 1, 1975. Area XI has 63 local school districts; 6,560 sq. miles; and over 120,000 public school children. The AEA Board of Directors is separate from the Area College Board, but they are required to meet jointly quarterly. The AEA Board has no taxing authority, and is elected by the local school boards.

AEA Administrator, K. Miller, stated at our November 19, 1974 General Advisory Committee meeting that he hopes for cooperative efforts to increase between the AEA and the area colleges, but that it should be clear that it is the intention of the AEA to complement, not duplicate, educational services. This posture was reaffirmed by the 66th General Assembly in legislation (HF 558) that went beyond the original language of SF 1163, to the effect that the AEA may not provide educational services that area schools are providing or may provide.

LEGISLATIVE MANDATES FOR AREA SCHOOLS AND AEA's

AREA SCHOOLS (280A.)

AEA's (273.2)

It is hereby declared to be the policy of the state of Iowa and the purpose of this chapter to provide for the establishment of not more than seventeen areas which shall include all of the area of the state and which may operate either area vocational schools or area community colleges offering to the greatest extent possible, educational opportunities and services in each of the following, when applicable, but not necessarily limited to:

1. The first two years of college work including preprofessional education.
2. Vocational and technical training
3. Programs for in-service training and retraining of workers.
4. Programs for high school completion for students of post-high school age.
5. Programs for all students of high school age who may best serve themselves by enrolling for vocational and technical training while also enrolled in a local high school, public or private.
6. Student personnel services
7. Community services.
8. Vocational education for persons who have academic, socio-economic, or other handicaps which prevent succeeding in regular vocational education programs.
9. Training, retraining, and all necessary preparation for productive employment of all citizens.
10. Vocational and technical training for persons who are not enrolled in a high school and who have not completed high school.

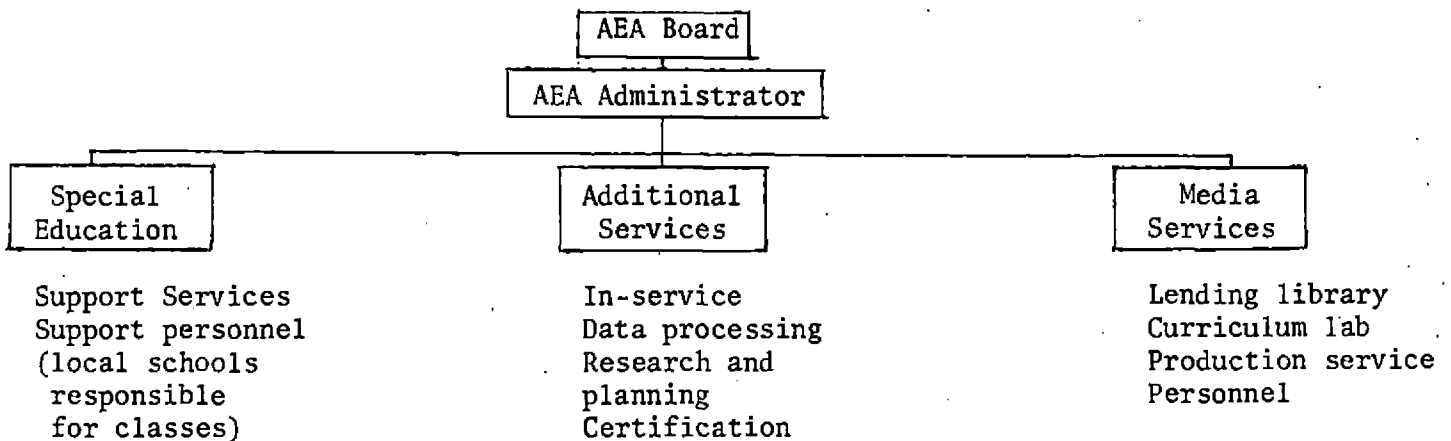
The area education agency board may provide for the following programs and services to local school districts within the limits of funds available:

1. In-service training programs for employees of school districts and area education agencies, provided at the time programs and services are established they do not duplicate programs and services available in that area from the universities under the state board of regents and from other universities and four year institutions of higher education in Iowa.
2. Educational data processing pursuant to section 257.10 subsection 14.
3. Research, demonstration projects and models, and educational planning for children under five years of age through grade twelve and children requiring special education as defined in section 281.2 as approved by the department of public instruction.
4. Auxiliary services for children under five years of age through grade twelve and children requiring special education as defined in section 281.2 as provided by law.
5. Other programs and services for children under five years through grade twelve and children requiring special education as defined in section 281.2 and for employees of school districts and area education agencies as approved by the department of public instruction.

The board of directors of an area education agency shall not establish programs and services which duplicate programs and services provided by the area schools under the provisions of chapter 280A. An area education agency shall contract, whenever practicable, with other school corporations for the use of personnel, buildings, facilities, supplies, equipment, programs, and services.

AEA Organizational Structure and Funding

The present structure calls for three functional administrative areas, with some of the functions listed below:



The structures will be funded as follows:

Special Ed: State general aid, but by weighted basis on enrollment, i.e., the greater the degree of handicapped, the more dollar support.

Additional Services: \$10.00 per pupil, through local property tax.

Media Services: \$5.00 per pupil, through local property tax.

If services are requested by 60% of districts, or by districts containing 60% of enrollment, the AEA is mandated to provide them.

Areas of Cooperation between DMACC and AEA and Local Districts

1. Bus driver training for local district personnel.
2. In-service and resource workshops at DMACC.
3. Career education cooperative programs with high schools: Knoxville - Auto service, electronic trades; Carroll - Auto Service, building trades.
4. Arts and science course offerings in the district, 30 different course sections at 6 attendance centers.
5. Counselor workshops held at DMACC (eg, Mid-Iowa counselors meet monthly).
6. Adult and continuing education offerings at 56 local schools throughout the college district (Area XI).
7. Supplemental classes for industry and local school personnel.

Potential Areas of Cooperation between DMACC, the AEA and Local Schools

1. In-service programming and workshops: In-service programs could be cooperatively planned, both for and by the staff of DMACC and the AEA. This could involve sharing of facilities, as well as expertise.
2. Media services and media production: Our media specialists and the AEA specialists exchange in-service programs in specialized professional areas. Also, some of the DMACC equipment and facilities (eg TV studio) is unique and could be utilized.
3. Data processing and management information: In long-range terms, the potential cooperation and time-sharing with the AEA, universities, and others for hardware and information exchange.
4. Research activities: Combining efforts and sharing data on potential areas of duplication, eg, district population trends, demographics, educational needs, etc.

5. Special Education: While special education for elementary-secondary children is one of the primary tasks of the AEA, DMACC could cooperate through the Adult & Continuing Ed division to assist in sponsoring district-wide classes for parents of handicapped children. Also, DMACC has a developmental disability program, the interns of which could be coordinated through the AEA to the benefit of both organizations.
6. Special Equipment and Services: Similar to our cooperation with Iowa State; share special equipment and services, such as Industrial Arts laboratory setups, day care lab, etc.