

Des Moines Area Community College

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Board of Directors Meeting Minutes

1-23-1967

Board of Directors Meeting Minutes (January 23, 1967)

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REGULAR
BOARD
MEETING

AREA XI COMMUNITY COLLEGE
BOARD MEETING
JANUARY 23, 1967

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The regular meeting of the area board was held at the administration office of the Area XI Community College, 315 Walnut Street, Ankeny, Iowa, on Monday, January 23, 1967.

Members present:

James R. Maggert, President
Harry L. Cowden
Ross C. Cramlet
Rolland E. Grefe
Max W. Kreager
Robert Lounsberry
Dwight Mater
Harold Welin
DeWitt Q. Williams

PRESENT

Also present:

Paul J. Lowery, Superintendent
Dale Bellairs, Business Manager
Owen Shadle, Director of Vocational-Technical
Education

On motion made by H. Welin and seconded by R. Cramlet, it was

MINUTES
APPROVED

RESOLVED: That the minutes of the meeting held on December 19, 1966 be approved.
Motion carried unanimously.

GENERAL
ADVISORY
COMMITTEE

Superintendent Paul Lowery gave a report of the General Advisory meeting and expressed a need for advisory committee members from Guthrie, Madison and Warren Counties.

SKILLED
NEEDS
SURVEY

Superintendent Lowery, also, gave a report concerning the progress of the Skilled Needs Survey.

ARCHITECTS

Letters of appreciation from the architects considered for the building project were read.

STEERING
COMMITTEE

Mr. Grefe reported concerning the Steering Committee meeting. The Board was advised that copies of the minutes of this meeting would be forthcoming.

LEGALIZING
LEGISLATION

On motion made by Max Kreager and seconded by Rolland Grefe, it was

RESOLVED: That the President, James Maggert, assume responsibility for getting legalizing legislation passed.
Motion carried unanimously.

PURCHASING
POLICY

Mr. Grefe inquired as to the legal requirements of purchasing major equipment items. The Board was advised that the Code of Iowa requires consideration of bids for individual items of \$2,500.00 and over.

Mr. Grefe suggested a brief description of expenditures made be included on the claims and accounts report.

CLAIMS
&
ACCOUNTS

On motion made by Rolland Grefe and seconded by DeWitt Williams it was

RESOLVED: That the claims and accounts be approved.

Motion carried unanimously.

TRAVEL
EXPENSES

It was discussed and suggested the possibility of including major travel expenses in the budget.

Mr. Grefe recommended a policy of minutes of Board meetings being available within ten days of the meeting.

On motion made by R. Grefe and seconded by R. Lounsberry, it was

RESOLVED: That the by-laws presented at a previous meeting be approved.

Motion carried unanimously.

BOARD
POLICIES

Superintendent Lowery was instructed to complete narrative of Organizational Chart for presentation at next regular meeting.

Superintendent Lowery presented the following hourly rates for part-time instructors:

\$4.50 per hour for adult education
\$5.50 per hour for business education
\$7.00 per hour for skilled trades
\$8.00 per hour for technical fields

PERSONNEL

On motion made by H. Welin and seconded by D. Mater, it was

RESOLVED: That these rates be accepted.

Motion carried unanimously.

Superintendent Lowery presented the following schedule to be used as a guideline in approving appointments for staff positions:

\$6,000. to \$10,500. - Practical Nursing
\$7,000. to \$10,500. - Distributive Occupations
\$7,000. to \$11,000. - Office Occupations
\$7,500. to \$11,500. - Home Economics
\$8,000. to \$12,000. or \$12,500 - Engineering Fields

No immediate action was taken.

On motion made by R. Lounsberry and seconded by R. Cramlet, it was

RESOLVED: That Mr. Lowery be authorized to offer Robert Anderson the position of Electrical Drafting Instructor at an annual salary of \$10,000.00; and James Dye the position of Related Instructor at an annual salary of \$7,800.00.

Motion carried unanimously.

On motion made by M. Kreager and seconded by H. Cowden it was

RESOLVED: That the accounting firm of Peat, Marwick & Mitchell be retained to establish the bookkeeping and accounting system only.

Motion carried unanimously.

AUDITOR

On motion made by H. Cowden and seconded by R. Cramlet,
it was

COURSES
OF
STUDY

RESOLVED: That the following courses of study be
approved for the West Des Moines center

1. Industrial Electronics
2. Electrical Drafting
3. Secretarial Science
4. Clerical
5. Medical Assistance
6. Welding

Motion carried unanimously.

ADVISORY
COMMITTEES

Advisory Committees for Occupational Areas of Health
Occupations, Practical Nursing, Medical Assistance and Office
Occupations were appointed. Copies are attached.

On motion made by H. Cowden and seconded by R. Lounsberry,
it was

RESOLVED: That Business Manager, Dale Bellairs,
be appointed as Secretary of the Board.

Motion carried unanimously.

SECRETARY

On motion made by R. Grefe and seconded by H. Cowden,
it was

RESOLVED: That arrangements be made with the
depository agent i.e. Ankeny State Bank for
authorization of signature on checks.

Motion carried unanimously.

ATTORNEY
FOR
ARCHITECTURAL
CONTRACT

On motion made by R. Grefe and seconded by H. Welin,
it was

RESOLVED: That Allen Harrick, Des Moines Attorney
be appointed to review contract for architectural
services with the firm of Emery, Prall & Associates.

Motion carried unanimously.

EXECUTIVE
SESSIONS

Mr. R. Grefe reminded the Board that the By-Laws pro-
vided for the "Executive Sessions" immediately prior to the
regular board meetings.

CONCESSION

Superintendent Lowery reported that contact was being
made with concession firms relative to installation of
machines for the snack room on the West Des Moines Center.
He was instructed by the Board to make an agreement at his
discretion.

ANNOUNCE-
MENTS

Mr. J. Maggert, Board President, announced the
following:

- a. National School Board Association Convention to
be held at Portland, Oregon, April 22-25, 1967.
- b. Arrangements have been made with the Boone
Community School Board to survey the Community
College situation, January 30th, meeting at 4:00
P.M. in the Boone High School. Those wishing to
leave from Ankeny, meet at the Area XI offices
at 3:00 P.M.

ANNOUNCE-
MENTS
CONT'D

c. The Board will meet with the Legislators from Area XI on February 6th, at the Kirkwood Hotel, Des Moines, 6:30 P. M.

On motion made by H. Welin and seconded by H. Cowden,
it was

ADJOURN

RESOLVED: That the meeting be adjourned.
Motion carried unanimously.

Respectfully submitted,

Dale A Bellairs

Secretary

copies!
James R Maggent
President

PROPOSALS FOR INCLUSION IN
BY-LAWS OF THE MERGED AREA BOARD NUMBER XI
SOUTH CENTRAL IOWA

I. Organization and Meetings

Section 1. At the annual meeting of the Board for organization held at the time fixed by law, the first Monday in October, called to order by some member of the Board selected for this duty, there shall be elected a president and vice-president to hold office for a term of one year. These elections shall be by written ballot without nomination and the Board member receiving a majority of the votes cast shall be declared elected.

Section 2. The president, in addition to the duties prescribed by law, shall exercise such powers as may be delegated to him by the Board, appoint special committees not otherwise ordered, and shall when present preside at all meetings of the Board. During the absence of the president or at his request, the vice-president shall act as temporary president and perform the duties and exercise the powers of the president. In the absence of both president and vice-president, the Board shall elect a president pro tempore.

Section 3. The regular meetings of the Board shall be held at _____ on the _____ and _____ of each month. The Secretary shall give not less than two days notice of a regular meeting but a failure to give or receive notice shall not affect the validity of the meeting or any proceedings thereat. Beginning at _____ p.m. the Board shall meet in executive session to discuss matters pertaining to personnel and sites. The open meeting shall begin at approximately _____ p.m. for the discussion of any business which should come before the Board.

Section 4. Special meetings may be held as determined by the Board, or called by the president, or by the secretary upon the written request of a majority of the members of the Board. In any case no special meeting shall be held unless a notice specifying the time, place, and purpose has been given to each member in writing and mailed to his home or place of business forty-eight hours before the time stated for the meeting to convene, except when five Board members agree that an emergency exists which has made impossible such notice, in which case a meeting may be called at a time or place which seems most convenient, upon notice given for such period of time before such meeting and by such means whether oral, telephonic, radio broadcast, or written, as said five members shall prescribe.

Section 5. The proceedings of the Board shall be governed by Roberts Rules of Order except as herein otherwise provided.

Section 6. The majority of the Board shall be necessary to constitute a quorum for the transaction of business. A majority vote of those present shall be necessary and sufficient to pass any motion or to take any action of the Board unless the vote of a greater number with respect to the particular subject matter shall be required by law or these by-laws.

Section 7. Each individual Board member shall function at all times, in meeting his or her legal responsibilities as a trustee of public education, as a part of a legislative, policy-forming body, not as an administrative officer. It shall be recognized that authority rests with the Board in legal session, and not with individual members of the Board, except as authorized by these by-laws or by statute.

Executive sessions shall be in order in all situations of a confidential nature. The public shall be kept informed at all times of action taken by the Board through accepted channels including the press, television and radio.

Section 8. There shall be no standing committees. Whenever it seems advisable a special committee shall be appointed by the President or elected by the Board to investigate or to approve and act upon a specific situation or problem and in either case to report to the Board. All Board members are privileged to attend meetings of such committees. Reports of special committees shall be circulated in advance through the Superintendent's office like other agenda items except in cases of emergency, or where otherwise ordered by the Board or president.

Section 9. The order of business at all meetings insofar as practicable except as otherwise directed by the Board shall be as follows:

1. Call to order.
2. Approval of minutes.
3. Personnel and sites.
4. Audiences.
5. Opening of bids.
6. Reports - administrative:
 - a. Recommended for action
 - b. Information
7. Correspondence.
8. Reports of special committees.
9. Report of educational problems or practices.
10. Claims and accounts.
11. Unfinished business.
12. New business.

Section 10. The Board shall elect a Superintendent of Schools for a term as determined by law which shall begin on July first following the election or on some other date as may be determined by the Board.

Section 11. At the annual meeting of the Board on the first Monday of October, there shall be elected a Secretary according to procedures as hereinafter provided and in accordance with law.

II. General Administrative Organization

III. Superintendent

Section 1. The superintendent shall be the executive officer of the Board and shall be directly responsible to it for the execution of its policies; for the faithful and efficient observance of its rules by all employees throughout the system; for the management of the work of the several departments whose duties, apart from those required by law, he shall assign; and for the enforcement of all provisions of the law relating to the operation of the schools or other educational, social, and recreational agencies or activities under the charge of the Board.

Section 2. He shall attend all meetings of the Board, shall meet with all committees and shall have the privilege of taking part in all deliberations except when he is requested, either by the President or by the Board, not to attend.

Section 3. He shall prepare and submit to the Board for approval by-laws, rules and regulations, statements of policy, programs and additional facilities requiring action by the Board which he believes are needed for the proper conduct and control of the functions of the Board and the management of the schools under the jurisdiction of the Board.

Section 4. To assist the Board in reaching sound judgments, establishing policies and approving those matters which the law or these by-laws require the Board to approve, he shall be responsible for placing before the Board, necessary and helpful facts, comparisons, investigations, information and reports and for making available at the proper time the personal advice on special or technical matters, aside from legal questions, of those persons who, in his opinion or that of the Board or the president, are particularly qualified to furnish it.

Section 5. He shall be responsible for keeping or having kept and for presenting to the Board in a form that will facilitate and make efficient their deliberations and proceedings, records of problems, conditions and duties requiring action by them.

Section 6. He shall initiate the nomination for election by the Board, in each case recommending the salary to be paid, of all employees requiring election by law or these by-laws except architects, attorneys and auditors. After the election of architects their work shall be supervised and directed by the superintendent in the same manner as provided herein for other heads of departments. Only the persons who in the judgment of the superintendent are the best qualified of those available at the time shall be nominated and no person shall thus be nominated for any position who does not fulfill the requirements of the law and of the Board. He may assign or transfer them, and, pending final action by the Board may suspend any person employed on his recommendation. He shall report any such suspension to the Board not later than its next regular meeting. He shall approve the appointment of other employees not required by law or these by-laws to be elected by the Board, and shall exercise with respect to them the same powers as provided herein for the supervision of those elected by the Board.

Section 7. He shall supervise the establishment or modification of the boundaries of school sub-districts and shall recommend to the Board, for final approval, the necessary rules and regulations of attendance in connection therewith.

Section 8. He shall recommend to the Board for its approval new courses of study, the elimination of obsolete courses of study, and the adoption of textbooks.

Section 9. He shall be responsible for preparing and submitting to the Board, not later than the first regular meeting in April, a tentative budget for the ensuing fiscal year and a final detailed budget for the same year not later than the second regular meeting in July.

Section 10. He shall have power to approve and direct, in accordance with law and the rules of the Board, purchases and expenditures, within the limits of the detailed budget approved by the Board.

Section 11. In the interest of efficient administration, he shall have the power to decide all matters of administrative detail concerning which no specific provision has been made in the law, these by-laws, or the Board's rules and regulations, reporting at the next regular meeting those decisions which he believes should be authorized by appropriate by-laws or regulations enacted or established by the Board.

Section 12. He shall as frequently as practicable and upon the request of the Board transmit written or verbal reports on the general condition of the schools, the work of the several departments, measures of progress and the results of the administration of the Board's policies.

Section 13. In executing the policies of the Board and otherwise in performing his duties as prescribed herein, the superintendent is empowered to require the necessary assistance of other school employees recommended or approved by him, and insofar as practicable the same principle of delegated responsibility and authority is to be observed by him in the organization and operation of the several departments, activities and schools throughout the merged area.

IV. Assistant Superintendent

Section 1. The Board may elect to serve at the will of the Board one or more assistant and/or deputy superintendents, each of whom shall perform such duties as may from time to time be assigned to him by the superintendent.

Section 2. The deputy superintendent shall act as superintendent and perform the duties of the superintendent whenever the superintendent be absent from the City or unable to perform the duties of his office and in the absence or disability of both the superintendent and deputy superintendent, the assistant superintendent shall assume the duties of the superintendent.

V. Secretary

Section 1. The secretary, as the head of one of the several departments, shall, under the direction of the superintendent, perform his duties as prescribed by law or the Board or assigned by the superintendent.

Section 2. He shall be custodian of the corporate seal of the merged area District and of all contracts, securities, documents, title papers, books of record, insurance policies, receipts, bills, canceled orders drawn on the Treasurer, canceled bonds, coupons, and all other papers and correspondence transmitted to him pertaining to the business of the District.

Section 3. He shall have charge of the accounting and bookkeeping department of the District.

Section 4. He shall keep the minutes of the meetings of the Board and shall send a copy of the minutes of each meeting to each member of the Board and to the superintendent not later than _____ days after the meeting.

Section 5. He shall examine and verify all bills and claims against the District; shall once each month properly arrange these bills and claims in two files, separating those regularly authorized amounts paid on contracts, such as teachers' salaries, telephone bills, rent, etc., from the others; shall prepare from these files two lists of all bills and claims included therein showing for each the firm or person submitting it, the commodity and service involved and the amount; shall sign just below the last item on each page of said lists a certification of the correctness and validity of each item in the list; prior to the next Board meeting he shall submit to each member a copy of each certified list. At the next Board meeting he shall present the lists and recommend approval.

Section 6. He shall draw and countersign all orders on the Treasurer in payment of claims.

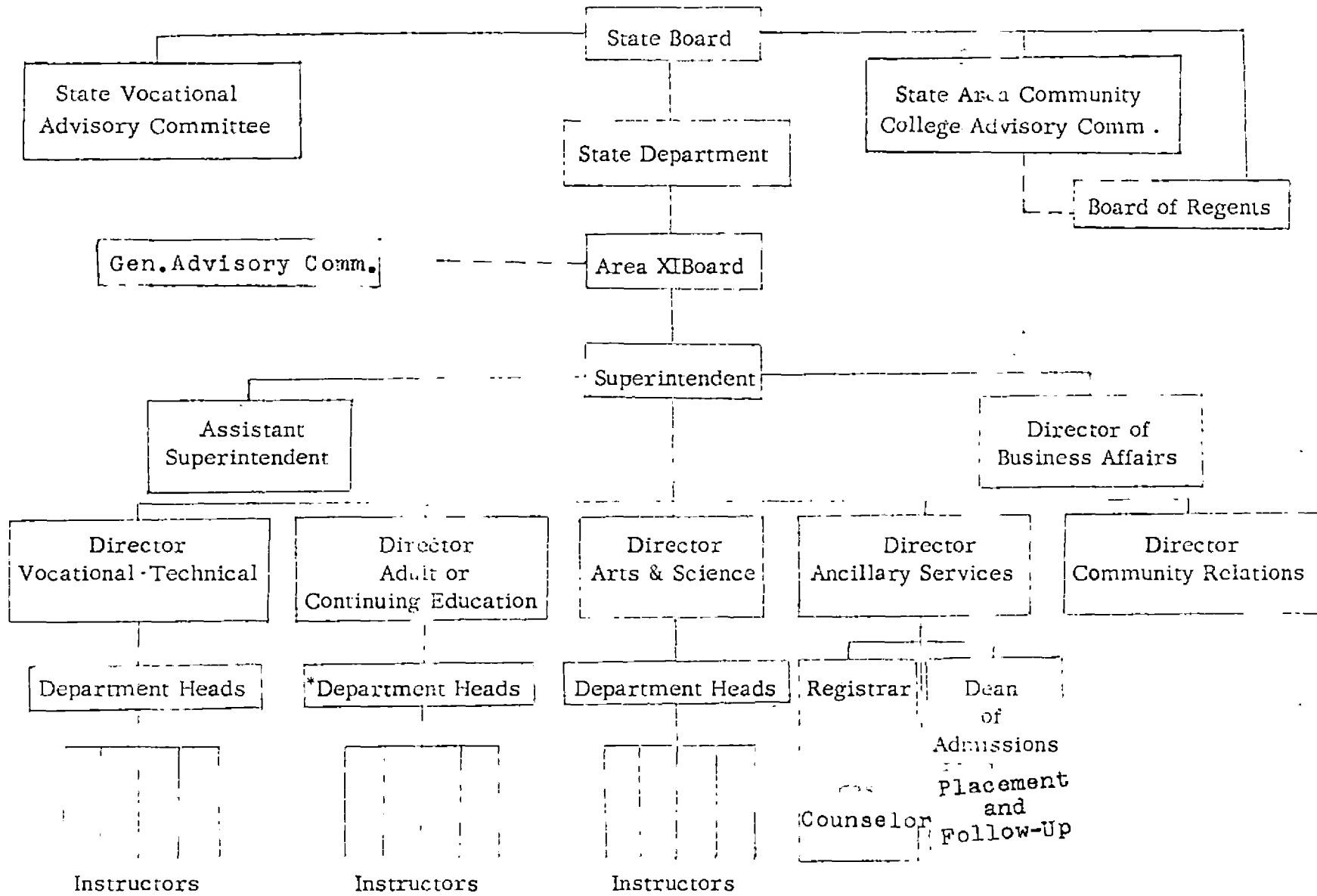
Section 7. He shall receive all moneys collected from tuition, fines, sale of textbooks, sale of school property, supplies, use of school property, etc., and deliver the same to the Treasurer at least once a month.

Section 8. He shall submit to the Board and to the superintendent a monthly report of budget balances during each month of the fiscal year beginning in September, and a monthly, quarterly, semi-annual and annual financial statement.

VI. Amendments

Section 1. Any by-law of the Board may be amended, repealed, or suspended at any regular meeting of the Board by an affirmative vote of the majority of the Board (5 members) provided that notice of the proposed action shall have been given at the regular meeting last preceding and incorporated in the minutes of said meeting, or by an affirmative vote of five members of the Board at any special or regular meeting, provided that such proposal shall have been issued through the superintendent's office as a written notice to all Board members and mailed to them at least forty-eight hours prior to the time of said meeting.

AREA XI ADMINISTRATIVE STRUCTURE



*Adult Education may not have separate and distinct Department Heads but may utilize personnel from Vocational-Technical and Arts and Sciences Divisions.