

Des Moines Area Community College

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Board of Directors Meeting Minutes

7-10-1967

Board of Directors Meeting Minutes (July 10, 1967)

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SPECIAL
BOARD
MEETING

AREA XI COMMUNITY COLLEGE
315 WALNUT STREET
ANKENY, IOWA 50021

JULY 10
1967

The special meeting of the Area XI Board of Directors was held in the Vocational-Technical Education Center, 2501 Vine Street, West Des Moines, on Monday, July 10, 1967.

ROLL CALL

Members present: James R. Maggert, President
Harry Cowden
Rolland E. Grefe
Max Kreager
Dwight Mater
Harold Welin

Members absent: Ross C. Cramlet
Robert Lounsberry
DeWitt Q. Williams

Also present: Paul Lowery, Superintendent
Dale Bellairs, Business Manager-Board Secretary
Owen Shadle, Vocational-Technical Director
James Dye, Instructor
Harlan Weeks, Secretary, Boone Chamber of Commerce

APPROVAL
OF
MINUTES

On motion by H. Welin and seconded by D. Mater, it was
RESOLVED: that the minutes of the regular meeting of
June 26, 1967, be approved.
Motion carried unanimously.

LEASE OF
WEST DES MOINES
BUILDING

Mr. W. J. Reed, owner of Rollerama Skating Rink, and his attorney, Charles M. Bump were present to discuss the pending agreement to lease the Rollerama Skating Rink, 2020 Grand Avenue. Since the lease agreement as drawn by Attorney John McDonald was not satisfactory with the leasee, on motion by R. Grefe and seconded by H. Welin, it was

RESOLVED: that the matter be referred to Mr. McDonald and action be taken at the next regular board meeting.
Motion carried unanimously.

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

RESOLVED: that Superintendent Lowery and President James Maggert be instructed to proceed with a workable agreement and be authorized to sign the agreement, subject to the approval of Board Attorney McDonald, lease to commence approximately July 15.

Motion carried unanimously.

PROMOTION OF
VO-TECH WEEK

Harlan Weeks, Secretary of the Boone Chamber of Commerce, and Chairman of the Information Sub-Committee (General Advisory), presented a report on the progress of Vo-Tech Education Week, which begins August 6, and listed the following schedule for the Mobile Information Center:

MONDAY - AUGUST 7

Adel 9:00 - 11:00
Guthrie Center 12:00 - 3:00
Perry 4:00 - 9:00

TUESDAY - AUGUST 8

Boone 10:00 - 2:00
Ames 3:00 - 9:00

WEDNESDAY - AUGUST 9

Newton 10:00 - 9:00

THURSDAY - AUGUST 10

Pella 9:00 - 1:00
Knoxville 3:00 - 9:00

FRIDAY - AUGUST 11

Indianola 10:00 - 1:00
Merle Hay Plaza 2:00 - 9:00

SATURDAY - AUGUST 12

Winterset 10:00 - 7:00

PERSONNEL

On motion by R. Grefe and seconded by M. Kreager, it was
RESOLVED: that Superintendent Lowery offer the position
of Adult Education Assistant Director to Joseph Lamberti
at an annual salary of \$11,500.00.
Motion carried unanimously.

On motion by R. Grefe and seconded by M. Kreager, it was
RESOLVED: that Superintendent Lowery be authorized to
offer the position of Industrial Coordinator to Bernard
Moravek at an annual salary of \$11,600.00.
Motion carried unanimously.

STEERING
COMMITTEE
CLAIM

Superintendent Lowery submitted a pro-rated claim to Area XI
from Mr. B. A. Jensen, President of the Steering Committee, in
the amount of \$41.66 for committee expense.

On motion by M. Kreager and seconded by H. Welin, it was
RESOLVED: that this claim be allowed.
Motion carried unanimously.

VOCATIONAL
REHABILITATION

Superintendent Lowery presented a proposal by the Department of
Vocational Rehabilitation to offer services of a counselor to
the Area XI Community College. Financing of the project would
be \$6,000 Area XI, \$6,000 state, and \$36,000 federal for a total
project of \$48,000.

On motion by D. Mater and seconded by H. Welin, it was
RESOLVED: that Area XI Community College enter into
this agreement on a yearly basis.
Motion carried unanimously.

ANNUITY

On motion by M. Kreager and seconded by D. Mater, it was
RESOLVED: that the employees of Area XI Community
College be permitted to participate in an annuity pro-
gram at no cost to the school with no preference as to
the company and this to be authorized as a payroll deduc-
tion.
Motion carried unanimously.

BUDGET

On motion by M. Kreager and seconded by R. Grefe, it was
RESOLVED: that the proposed budget of \$1,740,924
for the school year 1967-68, for operation of voca-
tional-technical programs, adult education, and college
transfer programs at Boone be accepted, subject to
review by the State Department of Public Instruction.
Motion carried unanimously. (Copy of budget attached.)

The budget was officially certified to the Board Secretary and
he was directed to publish it, with notice of the time and place
of hearing being set at 7:30 P.M., July 24, 1967, in the Area
XI Vocational-Technical Education Center, 2501 Vine Street, West
Des Moines, in the official district newspaper.

BOONE
JUNIOR
COLLEGE

On motion by R. Grefe and seconded by D. Mater, it was
RESOLVED: that President James Maggert and Superintendent
Lowery be authorized to sign an agreement with Boone Junior
College that the latter be designated as an attendance
center of Area XI Community College for 1966-67 and be
authorized to receive \$2.25 per day per student of state
aid.
Motion carried unanimously.

ADJOURNMENT

On motion by H. Welin and seconded by M. Kreager, it was
RESOLVED: that the meeting be adjourned.
Motion carried unanimously and meeting adjourned.

Respectfully submitted:

Dale A Bellairs
Dale Bellairs, Board Secretary

James R. Maggert
James R. Maggert, Board President

Attachment: Budget 1967-68

AREA XI COMMUNITY COLLEGE
BUDGET 1967-1968

Approved
Board of Education
July 10, 1967

RECEIPTS

<u>GENERAL FUND</u>	ESTIMATE 1966-67	ACTUAL 1966-67	ESTIMATE 1967-68
District Tax-Local Sources	\$ 326,609.00	\$ 331,451.32	\$ 740,000.00
Revenue from Intermediate Sources	10,000.00	3,568.00	117,000.00
Revenue from State Sources	113,480.00	113,480.00	806,224.00
Revenue from Federal Sources	---	---	76,700.00
Other Revenue Receipts (Testing)	---	---	1,000.00
TOTAL REVENUE RECEIPTS:	\$ 450,089.00	\$ 448,499.32	\$ 1,740,924.00
TOTAL NON-REVENUE RECEIPTS:	---	7,218.65	---
<u>SCHOOLHOUSE FUND RECEIPTS</u>	---	---	---
GRAND TOTAL ALL RECEIPTS:	\$ 450,089.00	\$ 455,717.97	\$ 1,740,924.00

EXPENDITURES

<u>GENERAL FUND</u>			
Administration	\$ 62,375.00	\$ 52,357.05	\$ 92,570.00
Instruction	103,050.00	71,183.34	696,897.00
Operation and Maintenance	11,150.00	5,844.94	23,450.00
Fixed Charges	22,400.00	16,808.66	92,055.00
Capital Outlay	251,114.00	108,743.27	835,952.00
TOTAL GENERAL FUND EXPENDITURES:	\$ 450,089.00	\$ 254,937.26	\$ 1,740,924.00
<u>SCHOOLHOUSE FUND</u>			
Capitol Outlay	---	---	---
TOTAL ALL EXPENDITURES:	\$ 450,089.00	\$ 254,937.26	\$ 1,740,924.00

BALANCE JULY 1, 1966	---
Receipts during the year	\$ 455,717.97
Total Available	455,717.97
Expenditures during the year	254,937.26
BALANCE JULY 1, 1967	\$ 200,780.71
Less encumbrance	200,780.71
True balance	None

RECAPITULATION OF BUDGET ESTIMATE FOR 19 67 - 19 68

Area or District Name Area XI Community College Address Ankeny, Iowa

RECEIPTS	General Fund	Schoolhouse Fund	Total -- Both Funds
Balance July 1, 19 <u>67</u>	00.00		00.00
Revenue from Local Sources	740,000.00		740,000
Revenue from Intermediate Sources	117,000.00		117,000
Revenue from State Sources	806,224		806,224
Revenue from Federal Sources	76,700		76,700
Other Revenue Receipts	1,000		1,000
TOTAL REVENUE RECEIPTS	1,740,924		1,740,924
TOTAL NONREVENUE RECEIPTS			
TOTAL TRANSFER RECEIPTS			
GRAND TOTAL--ALL RECEIPTS (Inc. Balance)	1,740,924		1,740,924

EXPENDITURES	General Fund	Schoolhouse Fund	Total -- Both Funds
Administration	92,570		92,570
Instruction	696,897		696,897
Attendance Services			
Health Services			
Transportation Services			
Operation and Maintenance of Plant	23,450		23,450
Fixed Charges	92,055		92,055
Food Services			
Student-Body Activities			
Community Services			
Capital Outlay	835,952		835,952
Debt Service			
TOTAL EXPENDITURES - Less Transfers	1,740,924		1,740,924
TOTAL TRANSFER EXPENDITURES			
Bond and Interest Expenditure			
GRAND TOTAL--Including Transfers	1,740,924		1,740,924

GENERAL FUND -- Receipts
Merged Area Schools

01100-01999 GENERAL FUND REVENUE RECEIPTS:

01100 Revenue From Local Sources:

01100 District Tax (3/4 mil)	740,000

TOTAL LOCAL REVENUES	740,000

01200 State Appropriations:

01210 General Aid (Merged Area Schools)	
_____	300,664
01250 Vocational Aid (Regular)	505,560
TOTAL STATE AID	806,224

01300 Federal Appropriations:

01320 Vocational Aid (Regular)	
01321 Manpower Development & Training Act	16,100.00
01322 Vocational Education Act of '63:	
a. _____	
b. _____	
c. _____	
01324 Area Vocational Education	
01325 Smith-Hughes Act	
01326 George-Barden Act	
01327 Practical Nurse Training	
01328 _____	
01361 EOA -- Job Corps	
01362 EOA -- Work Training	
01363 EOA -- Work Study	
01364 EOA -- _____	
01371 -- General Community Action Programs	60,600
01372 Adult Basic Education Programs	
01375 Special Programs to Combat Poverty	

01300 Federal Appropriations: (Continued)

2

01377 Assistance for Migrant, & other fam.	
01380 National Defense Educ. Act -- Title VIII:	
a. _____	
b. _____	
c. _____	
TOTAL FEDERAL FUNDS	76,700
01400 Tuition: (Private)	
01440 Junior College Tuition	
01460 Area Vocational-Technical Tuition	117,000
01470 Adult Tuition	
01480 _____	
TOTAL TUITION (PRIVATE)	117,000
01600 Services, Rents, and Gratuities:	
01610 Rent of Buildings and Grounds	
01620 Proceeds for use of School Services	1,000
01630 Gifts and Donations	
TOTAL (SERVICE, RENTS, & GRAT.)	1,000
TOTAL -- ALL RECEIPTS (REVENUE)	1,740,924
02000-02999 GENERAL FUND NON-REVENUE RECEIPTS:	
02100 Sale of Supplies and Equipment	
02200 Sale of Property (other than real.)	
02300 Adjustments	
02310 Proceeds of Insurance Claims	
02400 Other General Fund Non-Revenue Receipts	
TOTAL -- NON-REVENUE RECEIPTS	
03000-03999 TRANSFERS TO GENERAL FUND:	
03360 Transfers from County Board of Education	
03370 Other Transfers	
03440 Junior College Tuition from other Iowa Dist.	
03450 Vocational - Technical Tuition from Iowa Dist.	
TOTAL -- TRANSFER RECEIPTS	
GRAND TOTAL -- ALL RECEIPTS, INCLUDING TRANSFERS	1,740,924

01300 Federal Appropriations: (Continued)

2

01377 Assistance for Migrant, & other fam.	
01380 National Defense Educ. Act -- Title VIII:	
a. _____	
b. _____	
c. _____	
TOTAL FEDERAL FUNDS	76,700
01400 Tuition: (Private)	
01440 Junior College Tuition	
01460 Area Vocational-Technical Tuition	117,000
01470 Adult Tuition	
01480	
TOTAL TUITION (PRIVATE)	117,000
01600 Services, Rents, and Gratuities:	
01610 Rent of Buildings and Grounds	
01620 Proceeds for use of School Services	1,000
01630 Gifts and Donations	
TOTAL (SERVICE, RENTS, & GRAT.)	1,000
TOTAL -- ALL RECEIPTS (REVENUE)	1,740,924
02000-02999 GENERAL FUND NON-REVENUE RECEIPTS:	
02100 Sale of Supplies and Equipment	
02200 Sale of Property (other than real.)	
02300 Adjustments	
02310 Proceeds of Insurance Claims	
02400 Other General Fund Non-Revenue Receipts	
TOTAL -- NON-REVENUE RECEIPTS	
03000-03999 TRANSFERS TO GENERAL FUND:	
03360 Transfers from County Board of Education	
03370 Other Transfers	
03440 Junior College Tuition from other Iowa Dist.	
03450 Vocational - Technical Tuition from Iowa Dist.	
TOTAL -- TRANSFER RECEIPTS	
GRAND TOTAL -- ALL RECEIPTS, INCLUDING TRANSFERS	1,740,924

SCHOOLHOUSE FUND -- Receipts
Merged Area Schools

06000-06999 SCHOOLHOUSE FUND REVENUE RECEIPTS:

06100 Local Tax:	
06110 District Tax for Bonds and Interest (3/4 mil)	
06150	
TOTAL -- LOCAL TAX	
06200 State Aid:	
06210 State Aid for Capital Improvements	
06220 State Aid for Equipment	
TOTAL -- STATE AID	
06300 Federal Aid: PL 815 & Construction Funds	
06400 Other Revenue Receipts:	
06410 Income on Investment Securities & other Rev.	
TOTAL -- ALL REVENUE RECEIPTS	

07000-07999 SCHOOLHOUSE FUND NON-REVENUE RECEIPTS:

07100 Sale of Bonds	
07110 Sales of Original Bonds	
07120 Premium on Original Bonds	
07200 Sale of Refunding Bonds	
07250 Sale of Judgment Bonds	
07300 Sale of Property and Refunds	
07400 Other Non-Revenue Receipts	
TOTAL -- NON-REVENUE RECEIPTS	
GRAND TOTAL -- SCH. FUND REVENUE & NON-REVENUE	

08000-08999 TRANSFERS TO SCHOOLHOUSE FUND:

08100 Sales Tax Refund on Construction	
08400 Other Transfers to Schoolhouse Fund	
TOTAL -- TRANSFERS TO SCHOOLHOUSE FUND	
GRAND TOTAL -- REVENUE, NON-REVENUE & TRANSFERS	1,740,924

MERGED AREA XI - SCHOOL BUDGET

Proposed
1966-1967

ADMINISTRATION

BOARD OF DIRECTORS

10100 Salaries:

10101 Business Manager _____

10103 Bookkeeper _____

10119 Secretary _____

10300 Contracted Services:

10331 Audits _____

10340 Consultative Service _____

10400 Supplies and Expense:

10402 Board of Directors' Expense _____

3,000.00

10403 Graduation Expense _____

10404 Election Expense _____

1,000.00

10407 Membership Expense _____

500.00

10408 Publications Expense _____

8,000.00

10420 Supplies _____

500.00

10590 Telephone _____

10595 Travel Expense _____

1,500.00

10599 Postage _____

SUPERINTENDENT

11100 Salaries:

11112 Superintendent _____

25,000.00

11119 Secretary _____

9,870.00

11400 Supplies and Expense:

11409 Professional Materials _____

500.00

11595 Travel Expense _____

3,750.00

CENTRAL OFFICE STAFF

12100 Salaries:

12112 Administrative Assistant (Business Manager)	9,600.00
12103 Bookkeeper	5,400.00
12119 Secretary	4,800.00
12300 Contracted Services	200.00

12400 Supplies and Expense:

12409 Professional Materials	100.00
12410 Supplies	7,000.00
12595 Travel Expense	250.00
12590 Telephone	3,600.00
12599 Postage	5,000.00

TOTAL FOR CENTRAL OFFICE ADMINISTRATION	92,570.00
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INSTRUCTION

VOCATIONAL-TECHNICAL EDUCATION

25100 Salaries:		
25112 Director		17,640.00
25118 Heads	(2)	25,100.00
25119 Secretarial & Clerical	(2)	8,600.00
25122 Instructors		
Electronics	(2)	20,000.00
Drafting	(1)	10,710.00
Mechanical Technology)	(2)	20,000.00
Machine Shop)		
Medical Assistant	(2)	16,000.00
Business Occupations	(2)	18,000.00
Auto Mechanics)	(3)	27,000.00
Diesel Mechanics)		
Operating Room Techniques)	(3)	24,000.00
Dental Assistant)		
Practical Nurse	(2)	16,000.00
Welding	(1)	9,000.00
Key Punch Operator	(1)	9,000.00
Data Processing	(2)	20,000.00
Industrial Marketing	(1)	9,000.00
Nurses Aide	(1)	8,000.00
Voc Tech Suppl & Apprentiship		30,000.00
25124 Substitute Instructors		

Proposed
1966-1967

25400 Supplies and Expense:

25410 Instructional Supplies

Electronics	2,400.00
Drafting	2,000.00
Mechanical Technology	8,000.00
Machine Shop	5,000.00
Medical Assistant	2,000.00
Business Occupations	2,000.00
Auto Mechanics	3,000.00
Diesel Mechanics	5,000.00
Operating Room Techniques	1,000.00
Dental Assistant	1,000.00
Practical Nursing	1,000.00
Welding	7,000.00
Key Punch Operator	2,000.00
Data Processing	8,000.00
Industrial Marketing	1,000.00
Nurses Aide	1,000.00
Voc. Tech. Suppl.	1,000.00

25420 General Supplies 4,110.00

25590 Telephone

25595 Travel Expense 2,500.00

TOTAL VOCATIONAL AND TECHNICAL EDUCATION 347,060.00

Proposed
1966-1967

INSTRUCTION

ADULT OR CONTINUING EDUCATION

26100 Salaries:

26112 Director _____ 15,750.00

Assistant Director _____ 12,000.00

26118 Heads _____ 9,000.00

Supervisors _____ 9,200.00

13,500.00

26119 Secretarial and Clerical _____ 60,000.00

26122 Instructors _____

26400 Supplies and Expense:

26410 Instructional Supplies _____ 24,917.00

26420 General Supplies _____ 9,450.00

26590 Telephone _____ 1,000.00

26595 Travel Expense _____ 3,500.00

ARTS AND SCIENCES

TOTAL _____ 158,317.00

27100 Salaries:

27400 Supplies and Expense

27410 Instructional Supplies _____

27420 General Supplies _____ 111,900.00

27590 Telephone _____

27595 Travel Expense _____

TOTAL _____ 111,900.00

OTHER EDUCATIONAL COSTS

ANCILLARY SERVICES

30100 Salaries:

30112 Director _____ 15,120.00

30118 Counselors _____ 19,500.00

30119 Secretarial & Clerical _____ 9,000.00

Proposed
1966-1967

30400 Supplies and Expense:

30420 General Supplies	1,000.00
30590 Telephone	
30595 Travel Expense	2,000.00
TOTAL	16,620.00

FIXED CHARGES

35400 -

35442 Insurance (contents)	
35443 Insurance (liability)	1,000.00
35444 Employee Insurance (workmen's compensation)	305.00
35445 Employee Hospital Insurance	1,000.00
35485 Board Contribution to FICA	10,750.00
35486 Board Contribution to IPERS	9,000.00
35488 Assessments (rent in lieu of)	67,000.00
TOTAL	92,055.00

MAINTENANCE AND OPERATION OF PLANT

40100 Salaries:

40112 Supt. of Buildings & Grounds	6,500.00
40118 Custodians & Maintenance Men	
40122 Extra Maintenance Men	
40300 Contracted Services	1,000.00
40400 Supplies and Expense	
40472 Water	500.00
40473 Electricity	5,000.00
40474 Gas	5,000.00
40478 Supplies for Vehicles	
40480 Custodian Supplies	1,000.00
40493 Plumbing, Heating & Electrical	500.00
40494 Grounds	500.00

	Proposed 1966-1967
40495 Building Repair	2,500.00
40496 Paint	500.00
40590 Telephone	
40595 Travel Expense	
40800 Replacement and Repair:	
40810 Replacement and Repair of Administrative Equipment	200.00
40811 Replacement and Repair of Instructional Equipment	250.00
40815 Replacement and Repair of Plant Equipment	
40900 Contingency	
TOTAL	23,450.00
OTHER SCHOOL SERVICES	
50000-59900	
COMMUNITY SERVICES	
60000-69900	
CAPITAL OUTLAY	
70000-74900	
70810 Equipment for Administration	20,000.00
70811 Equipment for Instruction	
Electronics	37,600.00
Drafting	6,590.00
Mechanical Technology	103,700.00
Machine Shop	84,000.00
Medical Assistant	14,000.00
Business Occupations	24,000.00
Auto Mechanics	93,000.00
Diesel Mechanics	61,500.00
Operating Room Technician	27,000.00
Dental Assistant	32,000.00
Practical Nurse	15,000.00
Welding	21,000.00
Key Punch Operator	38,500.00
Data Processing	219,562.00
Distributive Education	20,000.00
Nurses Aide	1,000.00
Voc-Tech Suppl. and Apprentice	5,000.00
70812 Equipment for Adult Education	10,000.00

Proposed
1966-1967

70815 Equipment for Maintenance and Operation of Plant		2,500.00
DEBT SERVICE	TOTAL	835,952.00
75000-75990		
75760 Interest on Registered Warrants		
	TOTAL	
TRANSFERS		
79000-79999		
79930 Refunds -- (All)		
79931 Tuition Payments by District in State		
	GRAND TOTAL GENERAL FUND	1,710,924.00
SCHOOLHOUSE FUND		
90000-90999 SITES		
90631 Professional Services for Sites		
90632 Sites and Site Additions		
90633 Improvements to Sites		
91000-91999 BUILDINGS		
91821 Professional Services for Buildings		
91822 New Buildings and Building Additions		
91823 Remodeling and Alterations		
92000-92999 EQUIPMENT		
92810 For Administration		
92811 For Instruction		
92815 For Operation and Maintenance		
	TOTAL SCHOOLHOUSE FUND EXPENDITURES	
99000-99999 TRANSFERS SCHOOLHOUSE FUND		
GRAND TOTAL - SCHOOLHOUSE & TRANSFER EXPENDITURES		

RECOMMENDED SALARY INCREASES FOR PERSONNEL

<u>NAME OF EMPLOYEE</u>	<u>POSITION</u>	<u>PRESENT SALARY</u>	<u>PROPOSED 1967-68 SALARY</u>
Paul J. Lowery	Superintendent	\$25,000	-
Lavena Blaskovich	Secretary	5,200	5,460
Alice L. Tessman	Secretary	4,200	4,410
Dale Bellairs	Business Manager-Board Secretary	8,600	9,600
Lois A. Voss	Secretary	4,200	4,410
Owen J. Shadle	Director, Vocational-Technical	16,800	17,520
DeLoris A. Priest	Secretary	4,200	4,410
Marvin Jacobs	Custodian	6,000	6,600
Robert M. Anderson	Drafting Instructor	10,000	10,500
Bobby C. Barron	Electronics Instructor	11,000	11,550
James H. Dye	Related Subjects-Instructor	7,800	8,300
Dennis V. Marten	Business Education Instructor	8,500	8,925
Leonard Bengtson	Director, Student Personnel	14,400	15,120
Eva Dearry	Secretary	4,500	4,725
Philip D. Langerman	Director, Adult Education	15,000	15,750
Marian I. Shultz	Secretary	4,160	4,368